



## FINANCE DEPARTMENT

Council Meeting Date: June 16, 2015  
Staff Report #: 15-097

**REGULAR BUSINESS:**                    **Adopt Resolutions: Adopting the 2015-16 Budget and Capital Improvement Program; Establishing the Appropriations Limit for 2015-16; Establishing a Consecutive Temporary Tax Percentage Reduction in Utility Users' Tax Rates; and Adopting the Salary Schedule for 2015-16**

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### RECOMMENDATION

Staff recommends that the City Council adopt the attached resolutions, which:

1. Adopt the City of Menlo Park 2015-16 budget and capital improvements program (Attachment A and Exhibit A);
2. Establish the City's appropriations limit for the 2015-16 fiscal year (Attachment B);
3. Establish a consecutive temporary reduction in Utility Users' Tax rates to continue the current one percent tax rate on all utilities as of October 1, 2015 (Attachment C); and
4. Adopt the salary schedule for 2015-16 (Attachment D and Exhibit A).

### POLICY ISSUES

Adoption of the aforementioned resolutions is consistent with the provisions of the City's municipal code, Council policies, and California Government Code.

### BACKGROUND

The City Manager's proposed fiscal year 2015-16 budget was delivered to Council on May 22, 2015, and it was posted to the City's website that same day. The City Manager also introduced the budget to the public via a comprehensive budget workshop, which was held on May 26, 2015 at the Belle Haven Senior Center. Finally, a public hearing on the proposed budget was held on June 2, 2015. At the June 2<sup>nd</sup> public hearing, Council made no modifications to the budget.

As noted in the public hearing staff report, the operating budget was developed using the guidance Council provided at its January 26, 2015, goal setting workshop, and all of Council's priority goals have been included in the fiscal year 2015-16 budget being proposed for adoption. In addition, the capital improvement program has been reviewed

by all of the appropriate boards and commissions, with their feedback provided to Council at the May 19, 2015, Council meeting where the 5-year capital improvement program was presented.

In addition to adopting the fiscal year 2015-16 budget and capital improvement program, there are three other actions included as a part of this agenda item. These actions include adopting resolutions related to the City’s appropriations limit, Utility Users’ Tax, and employee salary schedule. Each of these actions is discussed in more detail in the following section of this report.

**ANALYSIS**

**Fiscal Year 2015-16 Proposed Budget**

The Citywide budget being proposed for adoption for fiscal year 2015-16 is \$78.1 million and includes appropriations for 33 funds in the following fund categories:

<b>Fund Category</b>	<b>FY 2015-16 Proposed Budget</b>
General Fund	\$49,268,045
Special Revenue Funds	\$10,119,101
Capital Projects Funds	\$3,659,953
Enterprise Funds (Water)	\$8,966,293
Internal Service Funds	\$4,190,332
Debt Service Funds	\$1,908,371
<b>Total</b>	<b>\$78,112,095</b>

The resolution to adopt the fiscal year 2015-16 budget and capital improvement program is included as Attachment A to this report. The resolution includes an accompanying exhibit that outlines the appropriations by fund that establishes the \$78,112,095 Citywide budget.

**Fiscal Year 2015-16 Appropriations Limit**

The appropriations limit, which was originally established in 1979 by Proposition 4, places a maximum limit on the appropriations of tax proceeds that can be made by the state, school districts, and local governments in California. The appropriations limit is set on an annual basis and is revised each year based on population growth and cost of living factors. The purpose of the appropriations limit is to preclude state and local governments from retaining excess revenues, which are required to be redistributed back to taxpayers and schools. California Government Code requires that the City annually adopt an appropriations limit for the coming fiscal year. The resolution to adopt the appropriations limit for fiscal year 2015-16 is included as Attachment B to this report.

The appropriations limit for the City of Menlo Park for fiscal year 2015-16 is \$51,750,376, while the proceeds of taxes subject to the appropriations limit is \$31,225,941. Therefore, the City is well below its appropriations limit for fiscal year 2015-16.

### **Utility Users' Tax (UUT) Rate Considerations**

The City's Utility Users' Tax (UUT) became effective April 1, 2007, imposing the voter-approved maximum 3.5% tax on gas, electrical, and water usage, and the maximum 2.5% tax on cable, telephone, and wireless services. On July 19, 2007, the City Council approved a reduction in the tax rate on all utilities to 1%, which became effective on October 1, 2007. Since that time, Council has annually adopted a resolution to maintain a consecutive temporary tax reduction in Utility Users' Tax rates, which has continued the one percent tax rate on all utilities. These temporary tax rate reductions are allowable for a period of up to twelve months, and therefore must be acted upon annually.

A resolution making the finding that the continuation of the tax reduction will not have an adverse impact on the City's ability to meet its financial obligations is included as Attachment C. Should Council not adopt this resolution, the original tax percentages will be automatically reinstated as of October 1, 2015.

The Utility Users' Tax Ordinance also requires the City to review the need for the tax every other year and approve a resolution affirming that the UUT is necessary for the financial health of the City. This action was taken as part of the budget adoption for fiscal year 2014-15, and as such, no action is required as part of the fiscal year 2015-16 budget adoption.

The fiscal year 2015-16 budget estimates total UUT revenues of \$1.18 million. This projection is based on the assumption that Council will establish a continuation of the temporary tax reduction that keeps that UUT at the current one percent rate.

### **Salary Schedule**

Government Code Section 20636(b)(1) requires a publicly available pay schedule for public agencies. This section was further clarified by California Code of Regulations (CCR) Section 570.5 to require that the pay schedule be annually approved and adopted by the agency's governing body. Council approved the City's unrepresented employees salary schedule on December 10, 2013 (Staff Report 13-191), and at that time, staff indicated that the full salary schedule would be reviewed and updated annually and returned for Council's approval as a part of the annual budget process.

The resolution adopting the salary schedule for 2015-16 is included as Attachment D, with Exhibit A to the attachment containing the actual salary schedule. All current classifications represented by the various bargaining units, as well as unrepresented employees, are included. There have been a number of changes to the salary schedule since it was approved as part of the fiscal year 2014-15 budget adoption. Each of those changes was approved by Council action. Other than the inclusion of the recently-approved change to the City Manager's salary, there are no new changes included in this version of the salary schedule, and salary ranges for all unrepresented employees remain unchanged from the previous fiscal year.

## IMPACT ON CITY RESOURCES

The fiscal year 2015-16 budget being proposed for adoption provides for the following Citywide:

Resources	\$82,207,347
Requirements	<u>\$78,112,095</u>
Resources over Requirements	\$4,095,252

As demonstrated by the table, across all City funds, aggregate fund balance is expected to grow by \$4,095,252 in 2015-16. In the General Fund, revenues of \$48,112,802 are projected, and the proposed expenditure appropriation is \$49,268,045. This leaves an operating deficit in the amount of \$1,155,243 and establishes an estimated unrestricted ending fund balance in fiscal year 2015-16 of \$27.1 million. It is important to note that despite an estimated operating deficit in fiscal year 2015-16, the estimated unrestricted ending fund balance of \$27.1 million represents 55% of total expenditures, which keeps unrestricted fund balance at the upper limit of Council's reserve policy. Additionally, as discussed in the City Manager's budget message and during the public hearing, this budget represents an investment in our community and utilizes the surpluses from fiscal years 2013-14 and 2014-15 to accelerate spending to fund core services and Council goals in fiscal year 2015-16. Further, even with the expectation of deficits over the next three fiscal years, fund balance in the General Fund is expected to grow \$3.1 million between the end of fiscal year 2012-13 and the end of fiscal year 2017-18 and remain within Council's fund balance policy range.

In total, resources for the other funds are expected to exceed requirements by nearly \$5.3 million in fiscal year 2015-16. This accumulation of fund balance is predominantly in the special revenue funds related to development impact fees such as the Below Market Rate Housing Fund, the Transportation Impact Fund, and the Construction Impact Fund. This accumulation of fund balance will be utilized for future projects and is restricted for specific uses.

## ENVIRONMENTAL REVIEW

Environmental review is not required.

## 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. Resolution adopting the fiscal year 2015-16 budget and capital improvement program
- B. Resolution establishing the appropriations limit for fiscal year 2015-16

- C. Resolution temporarily reducing the Utility Users' Tax rate effective October 1, 2015
- D. Resolution establishing the salary schedule for fiscal year 2015-16
- E. Hyperlink: [Proposed FY 2015-16 Budget](#)

Report prepared by:  
*Drew Corbett*  
*Finance Director*

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**RESOLUTION NO.**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO  
PARK ADOPTING THE BUDGET FOR FISCAL YEAR 2015-16 AND  
ADOPTING THE CAPITAL IMPROVEMENT PROGRAM FOR THE  
FISCAL YEAR**

WHEREAS, the City of Menlo Park, acting by and through its City Council, having considered the proposed budget document dated June 2, 2015 and related written and oral information at the meeting held June 16, 2015, and the City Council having been fully advised in the matter and good cause appearing therefore.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Menlo Park that the City Council does hereby adopt the budget for the fiscal year 2015-16 as set forth in the proposed budget presented to the City Council; and

BE IT FURTHER RESOLVED by the City Council of the City of Menlo Park that the City Council does hereby adopt the Capital Improvement Program for the fiscal year as set forth in the draft budget presented to the City Council.

I, Pamela Aguilar, City Clerk of the City of Menlo Park, do hereby certify that the above and foregoing Resolution was duly and regularly passed and adopted at a meeting by said Council on the sixteenth day of June 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this sixteenth day of June 2015.

Pamela Aguilar  
City Clerk

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# EXHIBIT A

	General Fund	Literacy Grants	Public Library	Vintage Oaks Landscape	Sharon Hills Park	Supplemental Law Enforcement Services	Transportation Impact Fees	Solid Waste Service	Landfill Post-Closure	Downtown Parking Permits	Recreation In-Lieu	Bedwell Bayfront Park Maintenance
<b>OPERATING BY DEPARTMENT</b>												
City Council	424,666											
City Attorney	371,572											
City Manager's Office	2,175,093											
Community Development	5,140,492											
Community Services	7,860,090											
Finance	1,581,183							57,223				
Human Resources	1,371,783											
Library	2,544,568	233,301	20,843									
Police	16,400,105				13,000	100,000	30,002	300,851	385,393	21,400		108,535
Public Works	8,527,949			8,942	13,000					117,649		
<b>Total Operating</b>	<b>46,397,501</b>	<b>233,301</b>	<b>20,843</b>	<b>8,942</b>	<b>13,000</b>	<b>100,000</b>	<b>30,002</b>	<b>358,074</b>	<b>385,393</b>	<b>139,049</b>	<b>0</b>	<b>108,535</b>
<b>CIP Expenditures *</b>												
Administration Building Carpet Replacement												
Administration Building Emergency Generator												
Atherton Channel Flood Abatement												
Automated Library Return Renovation												
Bay Levee Project												
Belle Haven Pool Deck Lighting												
Belle Haven Youth Center Playground												
Chilco street and Sidewalk Installation												
Chrysler Pump Station Improvements												
City Admin Space Renovation												
City Buildings (Minor)							487,000					
Citywide Bicycle & Pedestrian Visibility Project												
Climate Action Plan												
Cost of Service/Fee Study												
Downtown Parking Structure Study										221,010		
Downtown Parking Utility Underground												
Downtown Streetscape Improvement Project												
Dumbarton Rail Corridor Planning Support												
El Camino Real/Ravenswood NB Right Turn												
Lane Design and Construction												
Emergency Water Tank												
General Plan Update												
Haven Avenue Streetscape Improvement												
High Speed Rail Coordination												
Information Technology Master Plan												
Jack Lyle Park Restroom												
Library Landscaping												
Library Space Needs Study												173,199



	Recreation GO Bond 2002	General Capital Improvement		Library Addition		Water Capital Improvement		Water Operating		Workers' Compensation		Liability/Fire Insurance		Post-Employment Benefits		IT Services		Vehicle Replacement		TOTAL	
<b>OPERATING BY DEPARTMENT</b>																					
City Council									10,000	4,147	109,450									424,666	
City Attorney																				497,169	
City Manager's Office																	1,132,313			3,307,406	
Community Development																				5,140,492	
Community Services																				7,985,290	
Finance									649,887	890,293	636,669									3,815,255	
Human Resources										89,401				928,059						2,389,243	
Library				40,000																2,924,338	
Police																				16,521,505	
Public Works						13,293		7,883,360												400,000	
<b>Total Operating</b>	0	0	0	40,000	13,293	8,543,247	983,841	746,119	928,059	1,132,313	400,000	63,412,283									
<b>CIP Expenditures *</b>																					
Administration Building Carpet Replacement		7,413																		7,413	
Administration Building Emergency Generator		10,417																		10,417	
Atherton Channel Flood Abatement		7,557																		7,557	
Automated Library Return Renovation		15,552																		15,552	
Bay Levee Project		90,000																		90,000	
Belle Haven Pool Deck Lighting		23,663																		30,000	
Belle Haven Youth Center Playground																				230,000	
Chilco street and Sidewalk Installation																				50,000	
Chrysler Pump Station Improvements		47,569																		47,569	
City Admin Space Renovation		7,557																		7,557	
City Buildings (Minor)		325,000																		325,000	
Citywide Bicycle & Pedestrian Visibility Project																				487,000	
Climate Action Plan		100,000																		100,000	
Cost of Service/Fee Study		100,000																		100,000	
Downtown Parking Structure Study		6,889																		250,000	
Downtown Parking Utility Underground		22,580																		53,135	
Downtown Streetscape Improvement Project		115,000																		115,000	
Dumbarton Rail Corridor Planning Support																				150,000	
El Camino Real/Ravenswood NB Right Turn Lane Design and Construction																				48,726	
Emergency Water Tank						125,205														125,205	
General Plan Update		545,934																		545,934	
Haven Avenue Streetscape Improvement																				700,000	
High Speed Rail Coordination		50,000																		50,000	
Information Technology Master Plan		125,000																		125,000	
Jack Lyle Park Restroom		40,000																		40,000	
Library Landscaping		26,801																		200,000	
Library Space Needs Study		7,557																		7,557	

	General Fund	Literacy Grants	Public Library	Vintage Oaks Landscape	Sharon Hills Park	Supplemental Law Enforcement Services	Transportation Impact Fees	Solid Waste Service	Landfill Post-Closure	Downtown Parking Permits	Recreation In-Lieu	Bedwell Bayfront Park Maintenance
Menlo Park/East Palo Alto Connectivity Project							550,000					
Menlo Park-Atherton Bike/Pedestrian Improvements							900,260					
Nealon Park Sports Field Sod and Irrigation System Replacement												
Park Improvements (Minor)											3,367	
Playground Equipment Assessment and Replacement												
Radio Replacement												
Ravenswood Avenue/Caltrain Grade Separation							750,000					
Relocation of Dog Park at Nealon Park											250,000	
Reservoir Reroof												
Sand Hill Road Signal Interconnect							23,919					
Sand Hill Road Signal Modification Project							125,000					
Sidewalk Master Plan Implementation												
Sidewalk Repair Program												
Sidewalks on Santa Cruz Ave Study												
Storm Drain Improvements												
Street Resurfacing Project												
Tennis Court Electronic Key Upgrade												
Transit Improvements							150,000					
Urban Water Management Plan												
Water Main Replacement Project												
Water Rate Study												
Water System Master Plan												
Willow Oaks Dog Park Renovation											250,000	
Willow Road Improvements @ Newbridge							3,065					
Willow Road Signal Interconnect												
Willow Road Transportation Study							150,000					
<b>Total CIP</b>	0	0	0	0	0	0	4,060,071	0	0	221,010	912,903	0
<b>Transfers</b>	2,870,544											
<b>Debt Service</b>												
<b>TOTAL APPROPRIATION</b>	49,268,045	233,301	20,843	8,942	13,000	100,000	4,090,073	358,074	385,393	360,059	912,903	108,535

\* CIP Expenditures include the staffing costs for projects that will be continued from 2014-15.

	Francis Mack Trust	Library Donations	Housing Fund	Below Market-Rate Housing	Measure A Tax	Highway Users Tax	Landscape/Tree Assessment	Sidewalk Assessment	Storm Water Management (NPDES)	Construction Impact Fee	Miscellaneous Funds	Library GO Bond 1990
Menlo Park/East Palo Alto Connectivity Project												
Menlo Park-Atherton Bike/Pedestrian Improvements												
Nealon Park Sports Field Sod and Irrigation System Replacement												
Park Improvements (Minor)												
Playground Equipment Assessment and Replacement												
Radio Replacement												
Ravenswood Avenue/Caltrain Grade Separation												
Relocation of Dog Park at Nealon Park												
Reservoir Reroof												
Sand Hill Road Signal Interconnect												
Sand Hill Road Signal Modification Project												
Sidewalk Master Plan Implementation								180,000				
Sidewalk Repair Program												
Sidewalks on Santa Cruz Ave Study												
Storm Drain Improvements						123,225				306,379		
Street Resurfacing Project												
Tennis Court Electronic Key Upgrade												
Transit Improvements												
Urban Water Management Plan												
Water Main Replacement Project												
Water Rate Study												
Water System Master Plan												
Willow Oaks Dog Park Renovation												
Willow Road Improvements @ Newbridge					7,047							
Willow Road Signal Interconnect												
Willow Road Transportation Study												
<b>Total CIP</b>	0	0	0	0	87,602	123,225	0	180,000	0	306,379	0	0
<b>Transfers</b>												
<b>Debt Service</b>												446,750
<b>TOTAL APPROPRIATION</b>	24,119	61,507	30,000	97,200	1,459,970	141,457	782,030	202,174	353,035	376,485	0	446,750

\* CIP Expenditures include the staffing costs for projects that will be continued from 2014-15.

	Recreation GO Bond 2002	General Capital Improvement	Library Addition	Water Capital Improvement	Water Operating	Workers' Compensation	Liability/Fire Insurance	Post-Employment Benefits	IT Services	Vehicle Replacement	TOTAL
Menlo Park/East Palo Alto Connectivity Project											550,000
Menlo Park-Atherton Bike/Pedestrian Improvements											900,260
Nealon Park Sports Field Sod and Irrigation System Replacement		250,000									250,000
Park Improvements (Minor)		150,000									150,000
Playground Equipment Assessment and Replacement		8,386									11,753
Radio Replacement		100,000									100,000
Ravenswood Avenue/Caltrain Grade Separation											750,000
Relocation of Dog Park at Nealon Park											250,000
Reservoir Reroof				57,277							57,277
Sand Hill Road Signal Interconnect											23,919
Sand Hill Road Signal Modification Project											125,000
Sidewalk Master Plan Implementation		30,460									30,460
Sidewalk Repair Program		120,000									300,000
Sidewalks on Santa Cruz Ave Study		1,000,000									1,000,000
Storm Drain Improvements		16,225									16,225
Street Resurfacing Project		170,395									599,999
Tennis Court Electronic Key Upgrade		100,000									100,000
Transit Improvements											150,000
Urban Water Management Plan				25,000							25,000
Water Main Replacement Project				98,130							98,130
Water Rate Study				25,000							25,000
Water System Master Plan				79,140							79,140
Willow Oaks Dog Park Renovation											250,000
Willow Road Improvements @ Newbridge											3,065
Willow Road Signal Interconnect											7,047
Willow Road Transportation Study											150,000
<b>Total CIP</b>	0	3,619,955	0	409,752	0	0	0	0	0	0	9,920,897
<b>Transfers</b>											2,870,544
<b>Debt Service</b>	1,461,621										1,908,371
<b>TOTAL APPROPRIATION</b>	1,461,621	3,619,955	40,000	423,045	8,543,247	983,841	746,119	928,059	1,132,313	400,000	78,112,095

\* CIP Expenditures include the staffing costs for projects that will be continued from 2014-15.

**RESOLUTION NO.**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO  
PARK ESTABLISHING APPROPRIATIONS LIMIT FOR FISCAL YEAR  
2015-16**

WHEREAS, Article XIII B of the Constitution of the State of California places various limitations on the City's powers of appropriation; and

WHEREAS, Division 9 (commencing with Section 7900) of the Government Code implements said Article XIII B and requires that each local jurisdiction shall, by resolution, establish its appropriations limit for the following year; and

WHEREAS, the City of Menlo Park population percentage change over the prior year is 1.09 percent and the growth in the State of California per capita personal income cost of living change is 3.82 percent, both factors in calculating the appropriations limit.

NOW THEREFORE, BE IT RESOLVED that the City Council of Menlo Park at its regular meeting of June 16, 2015 hereby establishes the appropriations limit as the amount of \$51,750,376 for Fiscal Year 2015-16, calculated in accordance with the provisions of Division 9 (commencing with Section 7900) of the California Government Code.

I, Pamela Aguilar, City Clerk of Menlo Park, do hereby certify that the above and foregoing Council Resolution was duly and regularly passed and adopted at a meeting by said Council on the sixteenth day of June, 2015, 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 sixteenth day of June, 2015.

Pamela Aguilar  
City Clerk

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**RESOLUTION NO.**

**RESOLUTION OF THE CITY OF MENLO PARK ESTABLISHING A  
TEMPORARY TAX PERCENTAGE REDUCTION IN THE UTILITY  
USERS' TAX PERSUANT TO SECTION 3.14.130 OF THE CITY OF  
MENLO PARK MUNICIPAL CODE**

WHEREAS, Ordinance 950 of the City Council of the City of Menlo Park Adopting a Utility Users' Tax became effective upon approval by a majority of voters at the General Election of November 7, 2006; and

WHEREAS, Ordinance 950 established Chapter 3.14 of the City of Menlo Park Municipal Code, this chapter known as the "Utility Users' Tax Ordinance"; and

WHEREAS, the Utility Users' Tax Ordinance Section 3.14.130 allows the City Council to enact a Temporary Tax Percentage Reduction for a period of no more than twelve (12) months; provided adequate written notice is given to all affected service suppliers; and

WHEREAS, the City Council established a temporary tax reduction in consideration of the adopted budget for the fiscal year 2007-08, effective October 1, 2007; and

WHEREAS, the City Council re-established a temporary tax reduction in consideration of the adopted budget for the fiscal year 2008-09, effective October 1, 2008; and

WHEREAS, the City Council re-established a temporary tax reduction in consideration of the adopted budget for the fiscal year 2009-10, effective October 1, 2009; and

WHEREAS, the City Council re-established a temporary tax reduction in consideration of the adopted budget for the fiscal year 2010-11, effective October 1, 2010; and

WHEREAS, the City Council re-established a temporary tax reduction in consideration of the adopted budget for the fiscal year 2011-12, effective October 1, 2011; and

WHEREAS, the City Council re-established a temporary tax reduction in consideration of the adopted budget for the fiscal year 2012-13, effective October 1, 2012; and

WHEREAS, the City Council re-established a temporary tax reduction in consideration of the adopted budget for the fiscal year 2013-14, effective October 1, 2013; and

WHEREAS, the City Council re-established a temporary tax reduction in consideration of the adopted budget for the fiscal year 2014-15, effective October 1, 2014;

WHEREAS, the City Council is not prohibited from adopting consecutive temporary tax percentage reductions as provided by Section 3.14.130 of the Utility Users' Tax Ordinance; and

WHEREAS, the City Council now finds that a consecutive temporary tax reduction shall not adversely affect the City's ability to meet its financial obligations as contemplated in

the budget for the fiscal year 2015-16, considered and adopted at its regular meeting of June 16, 2015.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Menlo at its regular meeting of June 16, 2015 hereby establishes a temporary reduction in the Utility Users' Tax rate, maintaining the current reduced rate of one percent (1.0%) for taxes imposed by sections 3.14.040 through 3.14.070 for a period of no more than twelve (12) months, effective October 1, 2015. No other provisions of the Utility Users' Tax Ordinance are affected by this resolution. Nothing herein shall preclude the City Council from modifying the tax rate set herein during said twelve month period.

I, Pamela Aguilar, City Clerk of the City of Menlo Park, do hereby certify that the above and foregoing Resolution was duly and regularly passed and adopted at a meeting by said Council on the sixteenth day of June 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this sixteenth day of June 2015.

Pamela Aguilar  
City Clerk

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO  
PARK CONSOLIDATING AND AMENDING THE SALARY SCHEDULE**

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. 6013 and subsequent amendments shall be superseded by this Resolution.

BE IT FURTHER RESOLVED that the changes contained herein shall be effective June 16, 2015.

I, Pamela Aguilar, City Clerk of the City of Menlo Park, do hereby certify that the above and foregoing Resolution was duly and regularly passed and adopted at a meeting by said Council on the sixteenth day of June 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this sixteenth day of June 2015.

Pamela Aguilar  
City Clerk

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**City of Menlo Park Salary Schedule  
(as of 06/16/15)**

**EXHIBIT A**

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

**City of Menlo Park Salary Schedule  
(as of 06/16/15)**

Job Title	Employee Unit	FLSA	Top Step	MIN/Annual	MAX/Annual	MIN/Hourly	MAX/Hourly
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
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

**City of Menlo Park Salary Schedule  
(as of 06/16/15)**

Job Title	Employee Unit	FLSA	Top Step	MIN/Annual	MAX/Annual	MIN/Hourly	MAX/Hourly
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
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	217,500.00	N/A	104.5673

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