



City of Palo Alto

MEMORANDUM

To: City Council

Date: May 13, 2020

SUBJECT: Agenda Item #7: May 11-13 Budget Hearing Wrap-up Discussion - Additional Requests for Information

This memorandum transmits information requested by the City Council during the FY 2021 Budget Hearings held on May 12, 2020 and May 13, 2020. Information is included in the body of this memorandum and in the various attachments discussed below.

Public Safety Building Capital Project Funding

The table below outlines the total cost and major funding sources for the currently planned Public Safety Building (PE-15001).

Summary of Capital Activity	Historic Actuals	FY 2020 Estimated Total	Proposed 5-yr CIP			Project Total
			FY 2021	FY 2022	FY 2023	
Capital Improvement Fund	507,021	7,000,000	(350,000)	3,400,000	400,000	10,957,021
Transfer from New Public Safety Facilities Impact Fee Fund	-	-	350,000	-	-	350,000
Transfer from SUMC Fund	3,900,000	-	800,000	-	-	4,700,000
Debt Funding (Certificates of Participation, or COP)	-	-	102,000,000	-	-	102,000,000
Total Funding Sources	4,407,021	7,000,000	102,800,000	3,400,000	400,000	118,007,021
New Public Safety Building	4,407,021	7,000,000	102,800,000	3,400,000	400,000	118,007,021
Total Uses	4,407,021	7,000,000	102,800,000	3,400,000	400,000	118,007,021

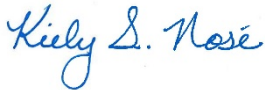
Most of the \$107 million in other funding sources for the New Public Safety Building project comes from the sale of bonds (debt funding), which offset approximately 86% of the total estimated project cost of \$118 million in expenses. The remaining funding sources consist of funds from the Stanford University Medical Center (SUMC) Fund, the New Public Safety Facilities Impact Fee Fund, and the Capital Improvement Fund. The \$11.4 million expenses anticipated to be spent through the end of FY 2020 were concentrated in design costs, with construction costs anticipated to start in FY 2021.

Revised General Fund Department Reconciliations Including the FY 2021 Proposed Operating Budget and CMR #11322

During the City Council's May 13th hearing on the FY 2021 Budget, the City Council directed staff to restate the General Fund department budget reconciliations as they appear in the FY 2021 Proposed Operating Budget book. These revised 'Budget Reconciliations' are attached to this At-Places

memorandum. It is anticipated that they will help clarify the additional actions subsequent to the FY 2021 Proposed Budget transmitted as part of [CMR 11322](#) by synthesizing them into one document.

It is critical to note that these reconciliations exclude certain central items, such as but not limited to reductions for Internal Service Funds, contributions to the section 115 Pension Trust Fund, and lower OPEB costs, which will ultimately be distributed across various departments through the budget process. Nonetheless, the revised reconciliations attached here present the information transmitted in the FY 2021 Proposed Budget and in CMR 11322 in one place for ease of reference as the Council continues conversations about the FY 2021 Budget. These are included as **Attachment A**.



Kiely Nose, Chief Financial Officer



Ed Shikada, City Manager

**ATTACHMENT A:
Combined FY 2021 Proposed Budget & CMR 11322 (as of 5/11)**

ADMINISTRATIVE SERVICES

Budget Reconciliation

	Positions	Expenditures	Revenues	Net General Fund
Prior Year Budget	40.61	8,519,330	1,825,580	6,693,750
One-Time Prior Year Budget Adjustments				
Administrative Services Staffing Vacancies	—	277,547	—	277,547
One-Time Prior Year Budget Adjustments	—	277,547	—	277,547
Adjustments to Costs of Ongoing Activities				
Salary and Benefits	—	207,264	—	207,264
General Fund Cost Allocation Plan	—	—	288,872	(288,872)
Tax and Fee Consulting Services (CMR 10493)	—	59,700	—	59,700
Minimum Wage Compliance	—	15,000	—	15,000
Business Registry Fee	—	—	3,592	(3,592)
General Liability Insurance Allocated Charges	—	12,473	—	12,473
Information Technology Allocated Charges	—	(14,073)	—	(14,073)
Printing & Mailing Services Allocated Charges	—	13,432	—	13,432
Vehicle Replacement & Maintenance Allocated Charges	—	(6,130)	—	(6,130)
Workers' Compensation Allocated Charges	—	6,952	—	6,952
Adjustments to Costs of Ongoing Activities	—	294,618	292,464	2,154
Total FY 2021 Base Budget	40.61	9,091,495	2,118,044	6,973,451
Budget Adjustments				
Reallocate 1.0 FTE Performance Auditor II from City Auditor's Office for Performance Report	1.00	195,011	—	195,011
Tax Compliance (Transfer from City Auditor's Office)	—	50,000	150,000	(100,000)
Real Estate Software	—	38,500	38,500	—
Total Budget Adjustments	1.00	283,511	188,500	95,011
Total FY 2021 Proposed Budget	41.61	9,375,006	2,306,544	7,068,462
Revisions to FY 2021 Proposed Budget				
Suspend City's Annual Performance Report	—	(165,000)	—	(165,000)
Staff Reorganization and Service Reduction	—	(146,000)	—	(146,000)
Accounting and Revenue Collections Reorganization	—	(188,000)	—	(188,000)
Total FY 2021 Revised Proposed Budget	37.78	8,876,006	2,306,544	6,569,462

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CITY ATTORNEY

Budget Reconciliation

	Positions	Expenditures	Revenues	Net General Fund
Prior Year Budget	10.00	3,386,954	742,893	2,644,061
One-Time Prior Year Budget Adjustments				
None				
One-Time Prior Year Budget Adjustments				
Adjustments to Costs of Ongoing Activities				
Salary and Benefits Adjustments	—	80,984	—	80,984
General Fund Cost Allocation Plan	—	—	874,375	(874,375)
Contract Services	—	256,349	—	256,349
Information Technology Allocated Charges	—	(8,574)	—	(8,574)
Liability Insurance Allocated Charges	—	5,920	—	5,920
Printing & Mailing Services Allocated Charges	—	1,047	—	1,047
Workers' Compensation Allocated Charges	—	2,469	—	2,469
Adjustments to Costs of Ongoing Activities	—	338,195	874,375	(536,181)
Total FY 2021 Base Budget	10.00	3,725,149	1,617,268	2,107,880
Budget Adjustments				
1 Shift City Attorney's Contingency Funds to City Attorney's Budget	—	100,000	—	100,000
Total Budget Adjustments	—	100,000	—	100,000
Total FY 2021 Proposed Budget	10.00	3,825,149	1,617,268	2,207,880
Revisions to FY 2021 Proposed Budget				
Position Reductions	—	(116,813)	—	(116,813)
Travel, Training, and Supply Expense Reductions	—	(47,350)	—	(47,350)
Total FY 2021 Revised Proposed Budget	9.50	3,660,986	1,617,268	2,043,717

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CITY AUDITOR

Budget Reconciliation

	Positions	Expenditures	Revenues	Net General Fund
Prior Year Budget	4.00	1,235,450	1,162,636	72,814
One-Time Prior Year Budget Adjustments				
None				
One-Time Prior Year Budget Adjustments				
Adjustments to Costs of Ongoing Activities				
Salary and Benefits Adjustments	—	34,314	—	34,314
General Fund Cost Allocation Plan	—	—	(46,752)	46,752
Contract Services	—	4,000	—	4,000
Information Technology Allocated Charges	—	(5,228)	—	(5,228)
Liability Insurance Allocated Charges	—	2,372	—	2,372
Printing & Mailing Services Allocated Charges	—	(393)	—	(393)
Workers' Compensation Allocated Charges	—	982	—	982
Adjustments to Costs of Ongoing Activities	—	36,047	(46,752)	82,799
Total FY 2021 Base Budget	4.00	1,271,497	1,115,884	155,613
Budget Adjustments				
1 Reclassification of 1.0 FTE Performance Auditor II to 1.0 FTE Senior Performance Auditor	—	57,555	—	57,555
2 Tax Compliance and National Citizens Survey (Transfer from City Auditor to Administrative Services and City Managers' Office)	—	(77,000)	(150,000)	73,000
3 Reallocate 1.0 FTE Performance Auditor II to Administrative Services for Performance Report	(1.00)	(195,011)	—	(195,011)
Total Budget Adjustments	(1.00)	(214,456)	(150,000)	(64,456)
Total FY 2021 Proposed Budget	3.00	1,057,041	965,884	91,157
Revisions to FY 2021 Proposed Budget				
Position Reduction [Placeholder]	—	(165,000)	—	(165,000)
Total FY 2021 Revised Proposed Budget	2.00	892,041	965,884	(73,843)

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CITY COUNCIL

Budget Reconciliation

	Positions	Expenditures	Revenues	Net General Fund
Prior Year Budget	7.00	498,261	94,791	403,470
One-Time Prior Year Budget Adjustments				
None				
One-Time Prior Year Budget Adjustments				
Adjustments to Costs of Ongoing Activities				
Salary and Benefits Adjustments	—	(23,940)	—	(23,940)
General Fund Cost Allocation Plan	—	—	60,774	(60,774)
Liability Insurance Allocated Charges	—	521	—	521
Information Technology Allocated Charges	—	(1,237)	—	(1,237)
Workers' Compensation Allocated Charges	—	216	—	216
Adjustments to Costs of Ongoing Activities	—	(24,440)	60,774	(85,214)
Total FY 2021 Proposed Budget	7.00	473,821	155,565	318,256
Revisions to FY 2021 Proposed Budget				
Travel, Training, Supply and Event Expense Reductions	—	(49,000)	—	(49,000)
Total FY 2021 Revised Proposed Budget	7.00	424,821	155,565	269,256



**ATTACHMENT A:
Combined FY 2021 Proposed Budget & CMR 11322 (as of 5/11)**

CITY CLERK

Budget Reconciliation

	Positions	Expenditures	Revenues	Net General Fund
Prior Year Budget	5.00	1,345,822	676,735	669,087
One-Time Prior Year Budget Adjustments				
None				
One-Time Prior Year Budget Adjustments				
Adjustments to Costs of Ongoing Activities				
Salary and Benefits Adjustments	—	30,611	—	30,611
Association Membership Fees	—	1,601	—	1,601
General Fund Cost Allocation Plan	—	—	(24,157)	24,157
Information Technology Allocated Charges	—	(3,230)	—	(3,230)
Liability Insurance Allocated Charges	—	2,132	—	2,132
Printing & Mailing Services Allocated Charges	—	(3,218)	—	(3,218)
Workers' Compensation Allocated Charges	—	883	—	883
Adjustments to Costs of Ongoing Activities	—	28,779	(24,157)	52,937
Total FY 2021 Proposed Budget	5.00	1,374,601	652,578	722,024
Revisions to FY 2021 Proposed Budget				
Contract Service Reductions	—	(90,385)	—	(90,385)
Position Reduction	—	(48,360)	—	(48,360)
Travel, Training, Supply, and Event Expense Reductions	—	(45,000)	—	(45,000)
Total FY 2021 Revised Proposed Budget	4.50	1,190,856	652,578	538,279



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CITY MANAGER

Budget Reconciliation

	Positions	Expenditures	Revenues	Net General Fund
Prior Year Budget	10.75	4,547,803	1,962,712	2,585,091
Base Adjustments				
One-Time Prior Year Budget Adjustments				
Recruitment and Retention Initiatives	—	(250,000)	—	(250,000)
Contractual Funding for Office of Sustainability	—	(100,000)	—	(100,000)
Economic Development Funding	—	(72,000)	—	(72,000)
One-Time Prior Year Budget Adjustments	—	(422,000)	—	(422,000)
Adjustments to Costs of Ongoing Activities				
Salaries and Benefits Adjustments	—	473	—	473
Office of Sustainability Transition to Public Works	(0.75)	(263,994)	(118,751)	(145,243)
Federal Transit Administration (FTA) Grant Completion	—	(260,000)	(260,000)	—
Contract Services	—	(7,000)	—	(7,000)
Transfer to Electric Fund for Canopy Contract	—	(2,039)	—	(2,039)
General Fund Cost Allocation Plan	—	—	(34,489)	34,489
City Manager Relocation Expense Reimbursement	—	24,000	—	24,000
Information Technology Department Allocated Charges	—	(12,531)	—	(12,531)
Liability Insurance Allocated Charges	—	4,169	—	4,169
Printing & Mailing Allocated Charges	—	(10,033)	—	(10,033)
Workers' Compensation Allocated Charges	—	7,946	—	7,946
Adjustments to Costs of Ongoing Activities	(0.75)	(519,009)	(413,240)	(105,769)
Total FY 2021 Base Budget	10.00	3,606,794	1,549,472	2,057,322
Budget Adjustments				
Tax Compliance and National Citizens Survey (Transfer from City Auditor to Administrative Services and City Managers' Office)	—	27,000	—	27,000
Total Budget Adjustments	—	27,000	—	27,000
Total FY 2021 Proposed Budget	10.00	3,633,794	1,549,472	2,084,322
Revisions to FY 2021 Proposed Budget				
Position Reductions	—	(250,907)	—	(250,907)
Travel, Training, and Supply Expense Reductions	—	(32,000)	—	(32,000)
Total FY 2021 Revised Proposed Budget	9.00	3,350,887	1,549,472	1,801,415

**ATTACHMENT A:
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COMMUNITY SERVICES

Budget Reconciliation

	Positions	Expenditures	Revenues	Net General Fund
Prior Year Budget	124.91	30,920,184	9,721,945	21,198,239
One-Time Prior Year Budget Adjustments				
Impact Fee Nexus Study	—	(60,000)	—	(60,000)
One-Time Prior Year Budget Adjustments	—	(60,000)	—	(60,000)
Adjustments to Costs of Ongoing Activities				
Salary and Benefits Adjustments	—	255,892	—	255,892
Project Safety Net Transition (Year 2)	(0.45)	(196,790)	—	(196,790)
Realignment of Animal Control Staffing to Police Department	(0.48)	(60,663)	—	(60,663)
Youth Community Services Funding Expiration	—	(50,000)	—	(50,000)
Realignment of Cubberley Staffing to Cubberley Fund (CMR #9925, approved by the City Council on December 17, 2018)	(0.25)	(29,662)	—	(29,662)
Eliminate Funding for Downtown Streets Team Park Maintenance	—	(29,124)	—	(29,124)
General Contract Adjustments	—	(12,701)	—	(12,701)
Animal Services Shelter Transition from Police Department to Community Services Department with Pets-In-Need (CMR #9822 Approved by the City Council on November 26, 2018) (Year 2)	—	(6,840)	—	(6,840)
Transfer to Electric Fund for Canopy Contract	—	(6,990)	—	(6,990)
Arastradero Stewardship Consumer Price Index Adjustment	—	2,030	—	2,030
Technical Clean-Up for Arts & Sciences Professional	—	5,369	—	5,369
Supplies and Materials Adjustments	—	9,000	9,000	—
CSD Management Alignment (Year 2)	(1.00)	33,942	—	33,942
Human Services Resource Allocation Program/ Avenidas/PACC (consumer price index)	—	40,713	—	40,713
Golf Course Revenue and Expense (CMR #8848, approved by the City Council on April 6, 2018)	—	41,280	1,440	39,840
Institute of Museum and Library Services Grant for Interns	—	43,500	43,500	—
Glyphosate Elimination at Road Medians Around 6 Schools	—	67,000	—	67,000
Expansion of Special Interest Classes	—	70,500	70,500	—
Recreation Management System Software	—	101,170	101,170	—

COMMUNITY SERVICES

Budget Reconciliation

	Positions	Expenditures	Revenues	Net General Fund
Communication Services Allocated Charges	—	8,600	—	8,600
Information Technology Allocated Charges	—	(50,183)	—	(50,183)
Landscape Maintenance Contract/Allocated Charges	—	—	5,126	(5,126)
Liability Insurance Allocated Charges	—	36,094	—	36,094
Printing & Mailing Services Allocated Charges	—	38,295	—	38,295
Refuse Allocated Charges	—	14,236	—	14,236
Stormwater Management Allocated Charges	—	1,102	—	1,102
Utilities Allocated Charges	—	254,925	—	254,925
Vehicle Replacement & Maintenance Allocated Charges	—	43,972	—	43,972
Workers' Compensation Allocated Charges	—	14,003	—	14,003
Adjustments to Costs of Ongoing Activities	(2.18)	638,670	230,736	407,934
Total FY 2021 Base Budget	122.73	31,498,854	9,952,681	21,546,173
Budget Adjustments				
New Junior Museum and Zoo Operating Plan	6.79	845,454	1,186,247	(340,793)
Therapeutics Staffing (Reclassification)	—	5,982	—	5,982
Art Center Position Request & Contract Funding	0.20	40,205	40,205	—
Art Center and Public Art Installation Position Requests	0.99	—	—	—
Total FY 2021 Budget Adjustments	7.98	891,640	1,226,452	(334,811)
Total FY 2021 Proposed Budget	130.71	32,390,494	11,179,133	21,211,362
Revisions to FY 2021 Proposed Budget				
Position Reductions	—	(534,644)	—	(534,644)
Reduce Theater Programming and Support	—	(1,022,005)	(373,313)	(648,692)
Teen Services Reduction	—	(552,307)	(123,713)	(428,594)
Art Center Programming Reductions	—	(1,074,735)	(95,657)	(979,078)
Community Center Reductions	—	(276,400)	—	(276,400)
Parks Maintenance Contract Service Reductions	—	(544,032)	—	(544,032)
Community Program and Event Reductions	—	(277,713)	(13,542)	(264,171)
Open Space and Recreation Reductions	—	(275,781)	—	(275,781)
Human Services Funding Reductions	—	(175,000)	—	(175,000)
Middle School Athletics and Adult Sports Leagues Revenue Adjustments	—	—	100,521	(100,521)

Budget Reconciliation

	Positions	Expenditures	Revenues	Net General Fund
Total FY 2021 Revised Proposed Budget	102.27	27,657,877	10,673,429	16,984,449



**ATTACHMENT A:
Combined FY 2021 Proposed Budget & CMR 11322 (as of 5/11)**

FIRE

Budget Reconciliation

	Positions	Expenditures	Revenues	Net General Fund
Prior Year Budget	98.40	34,863,692	11,264,190	23,599,502
One-Time Prior Year Budget Adjustments				
Fire Staffing Adjustment	—	352,511	—	352,511
Firefighter New Hire Costs	—	(80,625)	—	(80,625)
Equipment Replacement	—	(48,000)	—	(48,000)
One-Time Prior Year Budget Adjustments	—	223,886	—	223,886
Adjustments to Costs of Ongoing Activities				
Salary and Benefits Adjustments	—	762,325	—	762,325
Overtime Adjustments	—	63,958	—	63,958
Stanford Emergency Fire Services Annual Revenue Alignment	—	—	(260,787)	260,787
State Quality Assurance Fee Alignment	—	5,000	5,000	—
Communication Services Allocated Charges	—	14,800	—	14,800
Industrial Waste Discharge Fee Allocated Charges	—	2,910	—	2,910
Information Technology Allocated Charges	—	(33,841)	—	(33,841)
Liability Insurance Allocated Charges	—	37,381	—	37,381
Printing & Mailing Services Allocated Charges	—	339	—	339
Refuse Allocated Charges	—	(621)	—	(621)
Stormwater Management Allocated Charges	—	(194)	—	(194)
Utilities Allocated Charges	—	13,178	—	13,178
Vehicle Replacement & Maintenance Allocated Charges	—	3,899	—	3,899
Workers' Compensation Allocated Charges	—	44,897	—	44,897
Adjustments to Costs of Ongoing Activities	—	914,031	(255,787)	1,169,818
Total FY 2021 Base Budget	98.40	36,001,609	11,008,403	24,993,206
Budget Adjustments				
Modified Staffing and Overtime Adjustment	—	209,225	—	209,225
Total Budget Adjustments	—	209,225	—	209,225
Total FY 2021 Proposed Budget	98.40	36,210,834	11,008,403	25,202,431
Revisions to FY 2021 Proposed Budget				

**ATTACHMENT A:
 Combined FY 2021 Proposed Budget & CMR 11322 (as of 5/11)**

FIRE

Budget Reconciliation

	Positions	Expenditures	Revenues	Net General Fund
Planning Inspection and Plan Review	—	(90,970)	—	(90,970)
First Responder and Ambulance Subscriptions Fee	—	—	1,855,000	(1,855,000)
Emergency Incident Response Services	—	(811,145)	(135,190)	(675,955)
Fire Administrative and Support Services	—	(412,000)	—	(412,000)
Total FY 2021 Revised Proposed Budget	90.80	34,896,719	12,728,213	22,168,506

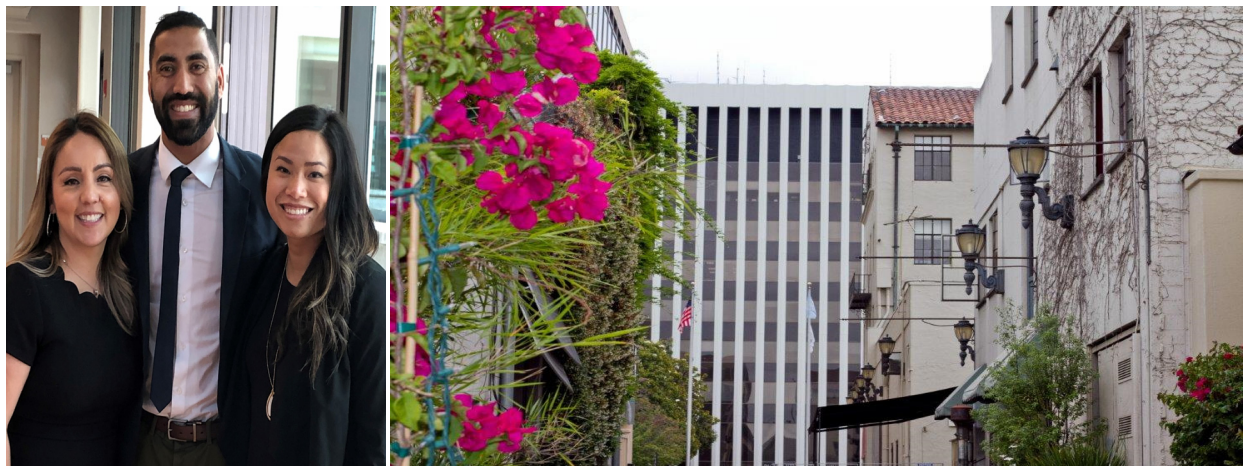


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Combined FY 2021 Proposed Budget & CMR 11322 (as of 5/11)**

HUMAN RESOURCES

Budget Reconciliation

	Positions	Expenditures	Revenues	Net General Fund
Prior Year Budget	16.96	3,945,119	1,856,860	2,088,259
One-Time Prior Year Budget Adjustments				
Candidate Screening Tools	—	(80,000)	—	(80,000)
One-Time Prior Year Budget Adjustments	—	(80,000)	—	(80,000)
Adjustments to Costs of Ongoing Activities				
Salary and Benefits Adjustments	—	225,334	—	225,334
General Fund Cost Allocation Plan	—	—	57,799	(57,799)
Liability Insurance Allocated Charges	—	9,006	—	9,006
Information Technology Allocated Charges	—	(4,855)	—	(4,855)
Printing & Mailing Services Allocated Charges	—	(9,767)	—	(9,767)
Workers' Compensation Allocated Charges	—	2,854	—	2,854
Adjustments to Costs of Ongoing Activities	—	222,572	57,799	164,773
Total FY 2021 Base Budget	16.96	4,087,691	1,914,659	2,173,032
Budget Adjustments				
Total Budget Adjustments				
Total FY 2021 Proposed Budget	16.96	4,087,691	1,914,659	2,173,032
Revisions to FY 2021 Proposed Budget				
Position Reductions	—	(230,000)	—	(230,000)
Total FY 2021 Proposed Revised Budget	14.98	3,857,691	1,914,659	1,943,032



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LIBRARY

Budget Reconciliation

	Positions	Expenditures	Revenues	Net General Fund
Prior Year Budget	61.28	10,314,028	210,017	10,104,011
One-Time Prior Year Budget Adjustments				
Pacific Library Partnership (PLP) Grant Funds Distribution	—	(8,723)	(8,723)	—
One-Time Prior Year Budget Adjustments	—	(8,723)	(8,723)	—
Adjustments to Costs of Ongoing Activities				
Salary and Benefits Adjustments	—	174,489	—	174,489
Library Equipment Maintenance Expenses Adjustment	—	13,915	—	13,915
General Liability Insurance Allocated Charges	—	13,292	—	13,292
Information Technology Allocated Charges	—	(55,443)	—	(55,443)
Printing & Mailing Allocated Charges	—	(128)	—	(128)
Refuse Allocated Charges	—	10,868	—	10,868
Stormwater Management Allocated Charges	—	60	—	60
Utilities Allocated Charges	—	(20,934)	—	(20,934)
Vehicle Replacement & Maintenance Charges	—	413	—	413
Workers Compensation Allocated Charges	—	6,015	—	6,015
Adjustments to Costs of Ongoing Activities	—	142,548	—	142,548
Total FY 2021 Base Budget	61.28	10,447,853	201,294	10,246,559
Budget Proposals				
Elimination of Library Late Fines for Overdue Adult Materials	—	—	(85,178)	85,178
Budget Changes	—	—	(85,178)	85,178
Total FY 2021 Proposed Budget	61.28	10,447,853	116,116	10,331,737
Revisions to FY 2021 Proposed Budget				
Position Reductions	—	(707,329)	—	(707,329)
Reduced Hours at Children's and Rinconada Libraries	—	(620,512)	—	(620,512)
Close College Terrace Library	—	(167,550)	—	(167,550)
Travel, Training, and Materials Expense Reductions	—	(241,500)	—	(241,500)
Total FY 2021 Revised Proposed Budget	44.28	8,710,962	116,116	8,594,846

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OFFICE OF EMERGENCY SERVICES

Budget Reconciliation

	Positions	Expenditures	Revenues	Net General Fund
Prior Year Budget	3.48	1,728,080	295,589	1,432,491
One-Time Prior Year Budget Adjustments				
Mobile Solar Energy Generation and Storage Trailer	—	(200,000)	(200,000)	—
One-Time Prior Year Budget Adjustments	—	(200,000)	(200,000)	—
Adjustments to Costs of Ongoing Activities				
Salary and Benefits	—	48,446	—	48,446
Contract Services Realignment (Shift to Communication Services and Utilities Allocation)	—	(100)	—	(100)
Information Technology Allocated Charges	—	423	—	423
Liability Insurance Allocated Charges	—	2,046	—	2,046
Printing & Mailing Services Allocated Charges	—	2,363	—	2,363
Vehicle Replacement & Maintenance Allocated Charges	—	2,729	—	2,729
Workers' Compensation Allocated Charges	—	1,827	—	1,827
Adjustments to Costs of Ongoing Activities	—	57,734	—	57,734
Total FY 2021 Proposed Budget	3.48	1,585,814	95,589	1,490,225
Revisions to FY 2021 Proposed Budget				
Position Reduction	—	(109,000)	—	(109,000)
Intrusion Detection Systems	—	(60,000)	—	(60,000)
Total FY 2021 Revised Proposed Budget	2.48	1,416,814	95,589	1,321,225



Budget Reconciliation

	Positions	Expenditures	Revenues	Net General Fund
Prior Year Budget	6.68	2,312,134	141,332	2,170,802
One-Time Prior Year Budget Adjustments				
VMT Estimation Tool (one-time surcharge) One-	—	(14,000)	—	(14,000)
Time Prior Year Budget Adjustments	—	(14,000)	—	(14,000)
Adjustments to Costs of Ongoing Activities				
Salary and Benefits	0.15	10,823	—	10,823
Shuttle Service Contract Funding Alignment	—	25,000	—	25,000
Information Technology Allocated Charges	—	63,594	—	63,594
Liability Insurance Allocated Charges	—	23,630	—	23,630
Printing & Mailing Services Allocated Charges	—	7,354	—	7,354
Workers' Compensation Allocated Charges	—	7,097	—	7,097
Adjustments to Costs of Ongoing Activities	0.15	137,498	—	137,498
Total FY 2021 Proposed Budget	6.83	2,435,632	141,332	2,294,300
Revisions to FY 2021 Proposed Budget				
Position Reduction	—	(30,000)	—	—
Free Shuttle Service Elimination	—	(538,000)	—	—
Total FY 2021 Revised Proposed Budget %	6.35	1,867,632	141,332	2,294,300



**ATTACHMENT A:
Combined FY 2021 Proposed Budget & CMR 11322 (as of 5/11)**

PLANNING AND DEVELOPMENT SERVICES

Budget Reconciliation

	Positions	Expenditures	Revenues	Net General Fund
Prior Year Budget	65.37	20,363,132	18,064,577	2,298,555
One-Time Prior Year Budget Adjustments				
Planning and Development Services Department Vacancies	—	152,393	—	152,393
Planning and Development Services Department Staffing Reorganization	(1.00)	(267,683)	—	(267,683)
One-Time Prior Year Budget Adjustments	(1.00)	(115,290)	—	(115,290)
Adjustments to Costs of Ongoing Activities				
Salary and Benefits	(0.15)	305,315	—	305,315
Rent and Lease Expenditure (office space lease at 526 Bryant St)	—	115,269	—	115,269
On-Call Contracts Increase	—	165,200	—	165,200
Revenue Adjustment (align with cost recovery levels)	—	—	397,354	(397,354)
Utilities Transfer for Electric Services	—	(7,607)	—	(7,607)
Communication Services Allocated Charges	—	800	—	800
Information Technology Allocated Charges	—	(101,606)	—	(101,606)
Liability Insurance Allocated Charges	—	11,979	—	11,979
Printing & Mailing Services Allocated Charges	—	(67,119)	—	(67,119)
Utilities Allocated Charges	—	(30,600)	—	(30,600)
Vehicle Replacement & Maintenance Allocated Charges	—	46,767	—	46,767
Workers' Compensation Allocated Charges	—	3,393	—	3,393
Adjustments to Costs of Ongoing Activities	(0.15)	441,790	397,354	44,436
Total FY 2021 Base Budget	64.22	20,689,632	18,461,931	2,227,701
Budget Adjustments				
Planning and Development Services Fee Study	—	110,000	—	110,000
Total Budget Adjustments	—	110,000	—	110,000
Total FY 2021 Proposed Budget	64.22	20,799,632	18,461,931	2,337,701
Revisions to FY 2021 Proposed Budget				
Administration and Program Assistance	—	(504,072)	—	(504,072)
Current Planning and Development Services Front Counter	—	(729,266)	(486,607)	(242,659)
Long Range Planning and Housing	—	(273,988)	(36,165)	(237,823)
Code Enforcement	—	(256,752)	—	(256,752)

**ATTACHMENT A:
Combined FY 2021 Proposed Budget & CMR 11322 (as of 5/11)**

PLANNING AND DEVELOPMENT SERVICES

Budget Reconciliation

	Positions	Expenditures	Revenues	Net General Fund
Building Inspection and Plan Review	—	(576,346)	(1,335,306)	758,960
Fire Inspection and Plan Review	—	(524,131)	(529,424)	5,293
Green Building	—	(105,548)	(68,985)	(36,563)
Development Services Public Works Alignment	—	(186,736)	(207,162)	20,426
Development Services Reserve Fund (DSRF)	—	—	270,000	(270,000)
Total FY 2021 Revised Proposed Budget	52.36	17,642,793	16,068,282	1,574,511



**ATTACHMENT A:
Combined FY 2021 Proposed Budget & CMR 11322 (as of 5/11)**

POLICE

Budget Reconciliation

	Positions	Expenditures	Revenues	Net General Fund
Prior Year Budget	151.82	44,666,482	4,352,227	40,314,255
One-Time Prior Year Budget Adjustments				
CAD Reporting System Update	—	(45,000)	—	(45,000)
One-Time Prior Year Budget Adjustments	—	(45,000)	—	(45,000)
Adjustments to Costs of Ongoing Activities				
Salary and Benefits	—	2,053,362	—	2,053,362
Overtime Adjustment	—	51,537	—	51,537
Animal Services Revenue Alignments/Adjustments	—	—	(369,157)	369,157
SVRIA Subscription Fee Adjustments	—	197,550	46,300	151,250
Staffing Vacancies Alignment	—	88,636	—	88,636
Animal Services Staffing Realignment	0.48	35,000	—	35,000
Contractual Increases	—	15,400	—	15,400
Revenue Alignments	—	—	(13,000)	13,000
Crossing Guards (CMR #8952 approved June 25, 2018)	—	7,806	—	7,806
Stanford Emergency Communication Services Revenue	—	—	64,098	(64,098)
Task Force Reimbursement	—	—	130,000	(130,000)
Communication Services Allocated Charges	—	—	160,850	(160,850)
Information Technology Allocated Charges	—	(97,090)	—	(97,090)
Liability Insurance Allocated Charges	—	86,247	—	86,247
Printing & Mailing Services Allocated Charges	—	10,893	—	10,893
Utilities Allocated Charges	—	(3,743)	—	(3,743)
Vehicle Replacement & Maintenance Allocated Charges	—	(2,966)	—	(2,966)
Workers' Compensation Allocated Charges	—	45,960	—	45,960
Adjustments to Costs of Ongoing Activities	0.48	2,488,592	19,091	2,469,501
Total FY 2021 Proposed Budget	152.30	47,110,074	4,371,318	42,738,756
Revisions to FY 2021 Proposed Budget				
Reduction in Police Relations	—	(191,764)	—	(191,764)
Reallocate Position from Policy to City Manager's Office	—	(280,000)	—	(280,000)
Patrol Operations	—	(1,721,488)	—	(1,721,488)
Technical Services Support	—	(380,373)	—	(380,373)

**ATTACHMENT A:
Combined FY 2021 Proposed Budget & CMR 11322 (as of 5/11)**

POLICE

Budget Reconciliation

	Positions	Expenditures	Revenues	Net General Fund
Dispatch Services	—	(1,119,911)	(179,000)	(940,911)
Information Management and Records	—	(296,183)	—	(296,183)
Reduce Police Investigations	—	(532,503)	—	(532,503)
School Resource Officer - Palo Alto Unified School District (PAUSD)	—	(240,000)	—	(240,000)
Reduce Police Reserve Program	—	(75,449)	(12,156)	(63,293)
Suspend Traffic Program	—	(526,425)	—	(526,425)
Suspend Parent Project	—	(66,000)	—	(66,000)
Recruitment	—	(481,086)	—	(481,086)
Reduce Training	—	(103,901)	—	(103,901)
Animal Control Program	—	(235,489)	(40,372)	(195,117)
Total FY 2021 Revised Proposed Budget	120.21	40,859,502	4,139,790	36,719,712



**ATTACHMENT A:
Combined FY 2021 Proposed Budget & CMR 11322 (as of 5/11)**

PUBLIC WORKS

Budget Reconciliation

	Positions	Expenditures	Revenues	Net General Fund
Prior Year Budget	50.45	19,188,318	3,275,539	15,912,779
One-Time Prior Year Budget Adjustments				
None				
One-Time Prior Year Budget Adjustments				
Adjustments to Costs of Ongoing Activities				
Salary and Benefits Adjustments	—	272,245	—	272,245
OOS Transition	—	261,767	(2,516)	264,283
Custodial Contract (Amendment #2)	—	67,850	—	67,850
Custodial Contract (Year 4 & Contingency)	—	60,455	—	60,455
Charges to Other Funds for Engineering Services	—	—	(40,874)	40,874
San Francisquito Creek Joint Powers Authority (SFJPA) Annual Membership Fee	—	9,250	—	9,250
Contract Services Alignment	—	1,396	—	1,396
Urban Forestry Mitigation Fee for Tree Planting	—	(48,500)	(48,500)	—
Vacancy Factor Adjustment	—	(45,155)	—	(45,155)
Urban Forestry Contract Alignment	—	(104,345)	—	(104,345)
Transfer to Electric Fund	—	(16,574)	—	(16,574)
General Fund Cost Allocation Plan	—	—	(130,717)	130,717
Communication Services Allocated Charges	—	35,150	—	35,150
Liability Insurance Allocated Charges	—	45,584	—	45,584
Information Technology Allocated Charges	—	(19,268)	—	(19,268)
Printing & Mailing Services Allocated Charges	—	10,759	—	10,759
Public Works Administration Allocated Charges	—	—	(26,297)	26,297
Refuse Allocated Charges	—	(4,888)	—	(4,888)
Stormwater Management Allocated Charges	—	748	—	748
Utilities Allocated Charges	—	(132,335)	—	(132,335)
Vehicle Replacement & Maintenance Allocated Charges	—	101,282	—	101,282
Workers' Compensation Allocated Charges	—	8,064	—	8,064
Adjustments to Costs of Ongoing Activities	—	503,485	(248,904)	752,389
Total FY 2021 Proposed Budget	50.45	19,691,803	3,026,635	16,665,168
Revisions to FY 2021 Proposed Budget				
Streets & Sidewalks Program Reductions	—	(700,000)	—	(700,000)

**ATTACHMENT A:
 Combined FY 2021 Proposed Budget & CMR 11322 (as of 5/11)**

PUBLIC WORKS

Budget Reconciliation

	Positions	Expenditures	Revenues	Net General Fund
San Fancisquito Creek Joint Powers Authority (SFJPA) Membership	—	118,750	—	118,750
Public Works Development Services Alignment	—	67,005	—	67,005
Urban Forestry	—	(654,399)	—	(654,399)
Buildings and Facilities Reductions	—	(108,077)	—	(108,077)
Total FY 2021 Revised Proposed Budget	50.25	18,415,082	3,026,635	15,388,447



**ATTACHMENT A:
Combined FY 2021 Proposed Budget & CMR 11322 (as of 5/11)**

NON-DEPARTMENTAL

Budget Reconciliation

	Positions	Expenditures	Revenues	Net General Fund
Prior Year Budget	—	42,975,631	—	42,975,631
One-Time Prior Year Budget Adjustments				
Reserve: Budget Operations Reserve	—	(1,125,899)	—	(1,125,899)
Residential Parking Permit Program Operating Deficit Transfer to RPP Fund	—	(683,810)	—	(683,810)
Reserve: Recruitment and Retention Initiatives	—	(500,000)	—	(500,000)
Airplane Noise Funding	—	(100,000)	—	(100,000)
Sea Level Rise Study Funding	—	(50,000)	—	(50,000)
Transfer to Business Improvement District Funding	—	(17,000)	—	(17,000)
One-Time Prior Year Budget Adjustments	—	(2,476,709)	—	(2,476,709)
Adjustments to Costs of Ongoing Activities				
Transfer to Infrastructure	—	3,610,524	—	3,610,524
Residential Parking Permit Program Operating Deficit Transfer to RPP Fund	—	185,000	—	185,000
Traffic and Streetlight Electricity Costs Adjustment	—	62,472	—	62,472
CPI Adjustment for El Camino Park Lease	—	25,873	—	25,873
Transfer to University Avenue Parking Fund	—	16,470	—	16,470
Property Tax Administration	—	2,374	—	2,374
Transfer to Public Art Fund	—	2	—	2
Transfer to Technology Fund (Technology Surcharge)	—	(34,477)	—	(34,477)
Cubberley Lease Payments to PAUSD	—	(89,915)	—	(89,915)
Sustainability Contingency	—	(100,000)	—	(100,000)
Adjustments to Costs of Ongoing Activities	—	3,678,283	—	3,678,283
Total FY 2020 Base Budget	—	44,177,205	—	44,177,205
Budget Adjustments				
November 2020 Elections	—	225,000	—	225,000
Shift City Attorney's Contingency Funds to City Attorney's Budget	—	(100,000)	—	(100,000)
Total Budget Adjustments	—	125,000	—	125,000
Total FY 2020 Proposed Budget	—	44,302,205	—	44,302,205
Revisions to FY 2021 Proposed Budget				
Cubberley Lease Adjustment	—	(2,500,000)	—	(2,500,000)
City Council Contingency	—	(30,000)	—	(30,000)

**ATTACHMENT A:
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NON-DEPARTMENTAL

Budget Reconciliation

	Positions	Expenditures	Revenues	Net General Fund
Human Resources Contingency	—	(50,000)	—	(50,000)
Reduce General Fund Base Transfer to Capital	—	(7,500,000)	—	(7,500,000)
Reduce TOT Transfer to Capital	—	(8,455,000)	—	(8,455,000)
RPP Parking Administrative Program Revisions	—	(185,000)	—	(185,000)
Implementation Costs Associated with Balancing Strategy	—	2,000,000	—	2,000,000
Total FY 2021 Revised Proposed Budget	—	27,582,205	—	27,582,205