



## FINANCE COMMITTEE MEETING

5/10/2022

 Placed Before Meeting Received at Meeting

# 1

City of Palo Alto

## MEMORANDUM

To: Finance Committee

Date: May 5, 2023

SUBJECT: Agenda Item #1: Additional Information

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Staff would like to provide the Finance Committee additional information for the May 5 and May 9 FY 2024 Budget Hearing meetings. This material is supplemental in nature and does not reflect any recommended changes, it is for information and reference only.

**Information to Assist the Finance Committee During the Budget Review Process**

In previous years, the City Council has made a variety of requests to provide context and/or additional data points of reference to aid in budget deliberations. Staff has compiled these items to assist the Finance Committee's review of the FY 2024 Proposed Budget documents.

**Capital Fund Reappropriation List**

City Council authorization is required for Capital funds to be carried forward from one fiscal year to the next (Palo Alto Municipal Code 2.28.090, amended September 2014). There are several opportunities for departments to request funds to be carried over from one fiscal year to the next.

First, is the proposed budget process that the Finance Committee is reviewing. Departments may request funds to be carried over from one year to the next through the budget process. By estimating lower than budgeted expenditures in the current year (FY 2023), funds not anticipated to be spent in the current year but still required for the completion of the project are reflected in the first year (FY 2024) of the five-year CIP. The Fund Narrative for each fund indicates the total amount of reappropriations included in this budget.

Second, is the Budget Wrap-up with the Finance Committee (scheduled May 30, 2023) where staff typically bring a list of final amendments to the proposed budget that include refinements to reappropriation assumptions.

Lastly, as part of the year-end closing actions anticipated to be brought forward for City Council approval in the Fall, all projects will be reviewed to determine if additional adjustments to reappropriations are required.

**Attachment A** shows the reappropriated amounts by fund and by capital project estimated not to be spent in FY 2023 that are included in the proposed budget, the first opportunity listed above. These amounts are recommended to be reappropriated to FY 2024 to continue work on the projects and keep the total project budgets intact over the five-year CIP and are reflected in the FY 2024 Proposed Capital Budget.

**Additional Staffing Information – Vacancies, Recruitment, & Retention:**

In FY 2023 to date, turnover has decreased significantly - 18 employees separated in this period compared to 58 in the same period in FY 2022. This can be attributed to the City's specific focus on being an employer of choice – ensuring a positive work environment as well as resetting target salaries and benefits for flexibility – and has positively impacted employee retention.

**Vacancy Report:** A list of full-time (benefitted) positions that are vacant throughout the City is detailed in **Attachment B**. This attachment includes the position title, vacancy date, hiring status, and the distribution of the position allocation by fund.

**Summary Comparison of Vacancies Citywide May 2022 & May 2023**

	May 2022 Vacancies*	FY 2022 Adjusted Budget*	May 2023 Vacancies**	FY 2023 Adjusted Budget**
<b>General Fund</b>	58.75	519.46	64.68	557.56
<b>Enterprise Funds</b>	68.00	364.08	66.45	371.58
<b>Other Funds</b>	13.00	92.46	12.12	94.46
<b>Total</b>	<b>139.75</b>	<b>976.00</b>	<b>143.25***</b>	<b>1,023.60</b>
<b>Citywide Vacancy Rate</b>		<b>14.3%</b>		<b>14.0%</b>

\* May 2022 Vacancies and FY 2022 Adjusted Budget include 20.00 full-time positions (12.66 in the General Fund) added in FY 2022 Q1, SAFER Grant, and FY 2022 Midyear.

\*\* May 2023 vacancies and FY 2023 Adjusted Budget include 5.25 full-time positions (4.25 in the General Fund) added in FY 2023 Midyear and 0.50 FTE full-time position added to the General Fund for the permanent parklet program.

\*\*\* As indicated in Attachment B "status", nine of these positions are in the process of being onboarded and five have had offers extended.

**Factors Impacting Vacancy Rate (Turnover, New Positions, Promotions):** A change in the vacancy rate is dependent on successfully hiring candidates to fill open positions and retain current talent especially as new positions continue to be added. Added positions continue to impact the vacancy rate, if new capacity was not added, the vacancy rate would lower. Internal promotions create new additional vacancies too. Although this is an impact, promotional opportunities increase employee engagement and provide growth for the workforce. Key factors contributing to the vacancy rate include:

- Added positions of 47.60 FTE, including 25.25 positions added in Midyear processes, moving vacancy statistics every six months
- 79 positions filled internally, creating a corresponding number of additional vacancies
- A continuing difficult hiring market

Positions continue to be hard-to-fill, particularly technical positions. However, the City is receiving an increase in the number of applications for administrative positions and when possible will increase efficiency by consolidating to fill multiple positions with the same applicant pool.

**Recruitment & Retention Activities Underway:** The City is working on both recruitment and retention strategies to aid in reducing vacancies in addition to the new employee group contracts and compensation plans.

- *Expedited Hiring Process Pilot:* HR has increased recruitment capacity through an Expedited Hiring Process pilot supported by 5 department HR Liaisons. Liaisons have been trained to

support department hiring managers to review applications, complete the logistics necessary to schedule interviews, and complete reference checks. This has been a force multiplier in recruitment capacity and has been key in Public Works and Utilities. Other streamlining measures include:

- Allowing departments to make hiring offers contingent on passing background process;
- Use of additional consultant to handle additional mid-management recruitments;
- Changes to minimum qualifications if possible.
- *Positive Work Environment Initiative:* The City’s goal to position Palo Alto as an employer of choice includes strengthening the City work environment, key to recruitment and retention. By supporting the workforce in areas such as providing professional development opportunities and employee training, providing a hybrid or flexible work schedule, striving for work life balance and employee resilience, the organization’s commitment to the workforce is reinforced. This provides employees with a culture to thrive and do their best work for the Palo Alto community.

**General Fund Vacancy Rates and Savings:** The vacancy rate for the General Fund as of May 2023 is 11.6% (64.68 FTE vacancies to 557.56 FTE). Vacancy savings from Public Safety positions are typically exhausted by uses such as backfill, hire ahead programs, and overtime. Adjusting for Public Safety, the General Fund has a vacancy rate of 8.3% and budgeted vacancy savings of approximately 3%.

In recent years the General Fund has seen \$1-2 million in actual vacancy savings above what is accounted for budgetarily. Throughout the year, vacancy savings are utilized by operating departments. Some recent examples of vacancy savings use include filling staffing gaps by contracting for professional services, hiring ahead for technical positions to allow overlap and smooth transitions, piloting new technologies to increase efficiency in the absence of staff, and supporting a summer internship program.

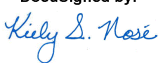
It is important to consider that even if positions are vacant, there are still associated costs. For example, the City contributes to proactive retirement funding and is responsible for the Unfunded Accrued Liability (UAL) allocated to that position regardless of whether the position is filled. At the direction of the Council these costs are administratively allocated by position, which means that even if the position is vacant, the full budgeted cost will not result in savings to the City.

**Service Provider Spend Report for FY 2021, FY 2022, and Year-to-Date FY 2023**

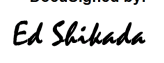
**Attachment C** is a list of service providers where the City spent more than \$1 million between FY 2021 through FY 2023 (year-to-date).

**Department Organization Charts**

This link - [City of Palo Alto Budget](#) - contains Organizational Charts, under “Budget Process / Budget Overview” displaying the divisional structure and manager to employee span of control for each City department; positions with supervisory responsibilities are shown in green. These charts display City Council authorized staffing levels as of May 4, 2023, and do not show staffing changes recommended in the FY 2024 Proposed Budget, as those changes have not been approved by the City Council. These charts show vacant positions as of May 4, 2023, but do not show temporarily approved staffing needs as a result of vacancies across the City.

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Director of Administrative Services

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Ed Shikada  
City Manager

Attachment A: Capital Improvement Plan FY 2023 Reappropriations to FY 2024

Fund	Project Title	Proj. No.	Expense Reappropriation Adjustment	Revenue Reappropriation Adjustment
471 - Capital Improvement Fund	Americans With Disabilities Act Compliance	PF-93009	500,000	
	Animal Shelter Renovation	PE-19002	917,700	
	Art In Public Spaces	AC-86017	1,439,600	
	Athletic Courts Resurfacing	PG-06001	264,600	
	Baylands Comprehensive Conservation Plan	PG-17000	43,100	
	Benches, Signage, Walkways, Perimeter Landscaping, and Site Amenities	PG-06003	26,000	
	Building Systems Improvements	PF-01003	349,717	
	California Avenue Streetscape Update	PL-23000	100,000	
	Cameron Park Improvements	PG-14002	97,500	
	Churchill Avenue Enhanced Bikeway	PL-14000	2,776,100	
	Churchill Avenue/Alma Street Railroad Crossing Safety Improvements	PL-20000	3,845,900	3,845,900
	City Facilities Assessment	PE-20002	30,000	
	City Facility Parking Lot Maintenance	PE-09003	199,000	
	City Hall Space Planning	PE-19000	241,373	
	Civic Center Electrical Upgrade & EV Charger Installation	PE-17010	720,399	
	Civic Center Fire Life Safety Upgrades	PE-18016	86,661	
	Civic Center Waterproofing Study and Repairs	PE-15020	150,786	
	Curb and Gutter Repairs	PO-12001	111,600	
	Dog Park Installation and Renovation	PG-18001	144,500	144,500
	Electric Charger Infrastructure Installation	PF-23000	260,000	260,000
	Facility Interior Finishes Replacement	PF-02022	294,800	
	Fire Station 4 Replacement	PE-18004	160,034	
	Foothills Nature Preserve Boronda Lake Dock Replacement	OS-18000	210,000	
	Foothills Nature Preserve Improvements	PE-21000	350,000	
	Golf Course Net and Artificial Turf Replacement	PG-18000	730,000	
	Golf Reconfiguration & Baylands Athletic Center Improvements	PG-13003	168,000	
	JMZ Renovation	AC-18001	978,200	
	Library Automated Material Handling	LB-21000	763,198	540,000
	Municipal Service Center Lighting, Mechanical, and Electrical Improvements	PF-16006	5,866,100	
	New California Avenue Area Parking Garage	PE-18000	786,684	
	New Downtown Parking Garage	PE-15007	5,448,600	5,448,600
	New Public Safety Building	PE-15001	6,033,946	
	Newell Road/San Francisquito Creek Bridge Replacement	PE-12011	12,000,000	12,000,000
Off-Road Pathway Resurfacing And Repair	OS-09001	142,236		
Open Space Lakes And Pond Maintenance	OS-00002	38,000		
Performing Arts Venues Seat Replacement	AC-18000	80,457		
Police Video Recording Systems Replacement	PD-20000	119,999		
Ramos Park Improvements	PG-14000	8,900		
Robles Park Improvements	PE-18015	319,500		
Roofing Replacement	PF-00006	145,630		
Sidewalk Repairs	PO-89003	495,000		
Street Lights Condition Assessment	PE-13014	220,000		
<b>471 - Capital Improvement Fund Total</b>			<b>47,663,820</b>	<b>22,239,000</b>
472 - Cubberley Property Infrastructure Fund	Cubberley Repairs	CB-17001	198,796	
	Cubberley Roof Replacements	CB-16002	1,552,600	1,552,600
<b>472 - Cubberley Property Infrastructure Fund Total</b>			<b>1,751,396</b>	<b>1,552,600</b>
530 - Airport Enterprise Fund	Airport Temporary Office Buildings	AP-22001	321,500	
	Airport Zero Emission Vehicle Fleet Replacement Program	AP-23000	124,000	124,000
	Automated Weather Observation System (AWOS)	AP-19000	88,000	79,200
<b>530 - Airport Enterprise Fund Total</b>			<b>533,500</b>	<b>203,200</b>
523 - Electric Fund	115 kV Electric Intertie	EL-06001	250,000	
	Coleridge/Cowper/Tennyson 4/12kV Conversion	EL-14000	1,000,000	
	Colorado Distribution Feeder Outlet Replacement	EL-22002	300,000	
	Colorado Power Station Equipment Upgrades	EL-19001	800,000	
	Colorado Substation Site Improvements	EL-19002	990,000	
	East Meadow Circles 4/12kV Conversion	EL-17001	622,229	
	Electric Utility Geographic Information System	EL-02011	75,000	
	Foothills Rebuild (Fire Mitigation)	EL-21001	1,500,000	
	Inter-substation Line Protection Relay	EL-17005	290,000	
	Rebuild Underground District 24	EL-10006	482,000	
	Rebuild Underground District 26	EL-16000	500,000	
	Substation Breaker Replacement	EL-17002	1,090,000	
	Substation Facility Improvements	EL-89044	800,000	
	Substation Physical Security	EL-16003	3,774,575	
<b>523 - Electric Fund Total</b>			<b>12,473,804</b>	
524 - Gas Fund	Gas Distribution System Improvements	GS-11002	305,796	
<b>524 - Gas Fund Total</b>			<b>305,796</b>	
528 - Stormwater Management Fund	Corporation Way System Upgrades and Pump Station	SD-21000	3,000,000	
	Green Stormwater Infrastructure	SD-22001	2,066,351	1,216,351
	West Bayshore Road Pump Station	SD-20000	1,069,995	
	West Bayshore Road Trunk Line Improvements	SD-23000	819,400	
<b>528 - Stormwater Management Fund Total</b>			<b>6,955,746</b>	<b>1,216,351</b>
527 - Wastewater Collection Fund	Wastewater General Equipment and Tools	WC-13002	58,941	
	Wastewater System Improvements	WC-15002	599,501	
<b>527 - Wastewater Collection Fund Total</b>			<b>658,442</b>	
526 - Wastewater Treatment Fund	Advanced Water Purification Facility	WQ-19003	16,644,000	16,644,000
	Headworks Facility Replacement	WQ-16002	4,757,000	4,757,000
	Horizontal Levee Pilot	WQ-22001	203,473	
	Outfall Line Construction	WQ-19000	10,582,800	10,582,800
	Plant Repair, Retrofit, and Equipment Replacement	WQ-19002	5,766,526	
	Secondary Treatment Upgrades	WQ-19001	619,380	619,380
<b>526 - Wastewater Treatment Fund Total</b>			<b>38,573,179</b>	<b>32,603,180</b>
522 - Water Fund	Water Distribution System Improvements	WS-11003	456,529	
	Water Main Replacement - Project 28	WS-14001	625,270	
	Water Main Replacement - Project 29	WS-15002	724,600	

## Attachment A: Capital Improvement Plan FY 2023 Reappropriations to FY 2024

Fund	Project Title	Proj. No.	Expense Reappropriation Adjustment	Revenue Reappropriation Adjustment
522 - Water Fund	Water Meters	WS-80015	346,221	
	Water Regulation Station Improvements	WS-07000	307,036	
	Water System Supply Improvements	WS-11004	3,285,900	
	Water Tank Seismic Upgrade and Rehabilitation	WS-09000	6,863,007	
<b>522 - Water Fund Total</b>			<b>12,608,563</b>	
682 - Technology Fund	City Council Chambers Upgrade	TE-19001	1,780,500	
	Computer Aided Dispatch (CAD) Upgrade	TE-23000	650,000	
	Enterprise Resource Planning Upgrade	TE-19000	989,000	
	Infrastructure Management System	TE-13004	144,360	
	Radio Infrastructure Replacement	TE-05000	259,900	
	Utilities Customer Bill System Improvements	TE-10001	150,570	
<b>682 - Technology Fund Total</b>			<b>3,974,330</b>	
681 - Vehicle Replacement & Maintenance Fund	Scheduled Vehicle and Equipment Replacement - Fiscal Year 2020	VR-20000	30,000	
	Scheduled Vehicle and Equipment Replacement - Fiscal Year 2021	VR-21000	20,000	
	Scheduled Vehicle and Equipment Replacement - Fiscal Year 2022	VR-22000	100,000	
	Scheduled Vehicle and Equipment Replacement - Fiscal Year 2023	VR-23000	2,114,502	
<b>681 - Vehicle Replacement &amp; Maintenance Fund Total</b>			<b>2,264,502</b>	
<b>Grand Total</b>			<b>127,763,078</b>	<b>57,814,331</b>

## Attachment B: Vacancy Report as of May 2023

	Vacancy Date	General Fund	Enterprise Funds	Other Funds	Total	Status*
<b>Administrative Services Department</b>						
Director,Administrative Svcs	Dec-2022	0.80	0.20		1.00	
Accountant	Aug-2021		1.00		1.00	
Accounting Specialist-Lead	Apr-2023	1.00			1.00	
Contracts Administrator	Mar-2023	0.40		0.60	1.00	
Administrative Associate II	Aug-2020	0.50			0.50	
Management Analyst	Oct-2020	1.00			1.00	
Accounting Specialist	Jun-2022	0.58		0.42	1.00	Posting in Progress
Accounting Specialist	Aug-2021		0.50		0.50	
Director, Office of Management & Budget	Aug-2022	1.00			1.00	
Offset Equipment Operator	Jun-2021			1.00	1.00	
<b>City Clerk's Office</b>						
Administrative Associate III	Sep-2022	1.00			1.00	
<b>City Manager's Office</b>						
Sr. Management Analyst	Feb-2023	1.00			1.00	
<b>Community Services Department</b>						
Division Manager Open Space Parks & Golf	Feb-2023	1.00			1.00	Posted
Jr Museum & Zoo Educator	Feb-2023	0.75			0.75	
Prod Arts/Science Program	May-2022	1.00			1.00	
Park Maint Person	Oct-2015	1.00			1.00	Onboarding
<b>Fire Department</b>						
Fire Fighter Prmdc-12.5 Emt	Mar-2023	1.00			1.00	
Battalion Chief EMT Shift	Sep-2022	1.00			1.00	
Fire Captain Haz Emt	Feb-2023	1.00			1.00	
Fire Fighter Prmdc-12.5 Emt	Feb-2023	1.00			1.00	
Fire Captain Emt	Dec-2022	1.00			1.00	
Fire Captain Haz Emt	Feb-2023	1.00			1.00	
Fire Appratus Op Emt	Mar-2023	1.00			1.00	
Administrative Associate III	Jul-2022	1.00			1.00	
<b>Human Resources Department</b>						
Sr. HR Administrator	Oct-2022	1.00			1.00	Posting in Progress
Senior Human Resources Administrator	Oct-2022	1.00			1.00	Posting in Progress
Assistant Director Human Resources	Feb-2023	1.00			1.00	
<b>Information Technology Department</b>						
Senior Technologist	Feb-2023			1.00	1.00	Posting in Progress
Senior Business Analyst - M	Aug-2021			1.00	1.00	
<b>Library Department</b>						
Division Head Library Services	Jul-2022	1.00			1.00	Posted
Librarian	Feb-2023	1.00			1.00	Interviews in Progress
Library Associate	Apr-2022	1.00			1.00	Interviews in Progress
Division Head, Library Services	Mar-2022	1.00			1.00	Posted
Library Associate	Jul-2022	1.00			1.00	Interviews in Progress
Library Associate	Jul-2022	1.00			1.00	Interviews in Progress
Library Associate	Nov-2022	1.00			1.00	Interviews in Progress
Librarian	Feb-2023	1.00			1.00	Interviews in Progress
Administrative Assistant	Jul-2022	1.00			1.00	
Coordinator Library Program	Jul-2022	1.00			1.00	Posted
Coordinator Library Program	Feb-2023	1.00			1.00	Posted
<b>Planning and Development Services Department</b>						
Administrative Associate I	Nov-2022	1.00			1.00	Onboarding
Sr Management Analyst	Jan-2023	1.00			1.00	Posting in Progress
Senior Business Analyst - M	Mar-2023	1.00			1.00	
Assistant Chief Building Official	Jul-2022	1.00			1.00	
Building Inspector Specialist	Sep-2022	1.00			1.00	Onboarding

## Attachment B: Vacancy Report as of May 2023

	Vacancy Date	General Fund	Enterprise Funds	Other Funds	Total	Status*
Building Inspector Specialist	Sep-2022	1.00			1.00	Posted
Plan Check Engineer	Jul-2022	1.00			1.00	Posted
Development Project Coordinator III	Aug-2022	1.00			1.00	Onboarding
Planner	Jun-2022	1.00			1.00	Onboarding
Planner	Jun-2022	1.00			1.00	Posted
Senior Planner	Feb-2023	1.00			1.00	
Senior Planner	Feb-2023	1.00			1.00	
Senior Planner	Feb-2023	1.00			1.00	
<b>Police Department</b>	-					
Assistant Police Chief - Adv	Aug-2022	1.00			1.00	On Hold
Police Officer-Inter	Dec-2015	1.00			1.00	Posted
Police Officer-Inter	Dec-2022	1.00			1.00	
Police Agent/Advance	Mar-2023	1.00			1.00	
Police Officer-Intermediate	Jul-2015	1.00			1.00	
Court Liaison Officer	Feb-2023	1.00			1.00	
Public Safety Dispatcher - II	Jul-2022	1.00			1.00	Posted
Public Safety Dispatcher - II	Feb-2023	1.00			1.00	Posted
Police Records Specialist - II	Dec-2021	1.00			1.00	
Police Records Specialist - II	Nov-2022	1.00			1.00	
Community Service Officer	Dec-2022	0.94		0.06	1.00	
Business Analyst	Jul-2022	1.00			1.00	Offer Extended
Police Officer-Inter	Feb-2023	1.00			1.00	
Police Officer-Inter	Jul-2022	1.00			1.00	
<b>Public Works Department</b>	-					
Sr Engineer	Feb-2022		1.00		1.00	Posting in Progress
Facilities Technician	Feb-2020		0.50		0.50	
Associate Engineer	Sep-2022			1.00	1.00	
Administrative Associate III	Apr-2023		0.20	0.80	1.00	
Sr Engineer	Dec-2022	1.00			1.00	
Engineer	Sep-2022			1.00	1.00	
Mgr Env Control Prog	Nov-2022		1.00		1.00	
Street Maintenance Assistant	Sep-2022		1.00		1.00	
Motor Equipment Mechanic - Lead	May-2022			1.00	1.00	
Motor Equip Mech - II	Dec-2022			1.00	1.00	
Project Manager	Oct-2020			1.00	1.00	
Coord Pub Wks Proj	Jan-2021	0.80		0.20	1.00	
Management Analyst	Dec-2022	0.60	0.20	0.20	1.00	Posting in Progress
Manager Facilities	Jul-2022	0.90		0.10	1.00	
Cement Finisher Lead	Jul-2000	0.26		0.74	1.00	Posted
Equip Operator	Jul-2022	1.00			1.00	
St. Maint. Asst	Aug-2022			1.00	1.00	
Project Manager	Jun-2022		1.00		1.00	
Program Assistant II	Dec-2022		1.00		1.00	Posted
Ind Waste Invtgr	Aug-2022	0.15	0.85		1.00	Onboarding
Ind Waste Inspec	Sep-2022		1.00		1.00	Onboarding
Administrative Associate II	Feb-2023		1.00		1.00	
Plant Mechanic	Jul-2022		1.00		1.00	Onboarding
Asst Plant Mgr	Dec-2022		1.00		1.00	Posting in Progress
<b>Utilities Department</b>	-					
Utility Compliance Mgr	Dec-2021		1.00		1.00	
Principal Utilities Program Manager	Jul-2022		1.00		1.00	
Sr Resource Planner	Mar-2023		1.00		1.00	On Hold
Utilities Chief Operating Officer	May-2019		1.00		1.00	
Utilities Marketing Program Admin	Mar-2023		1.00		1.00	
Utilities Marketing Program Admin	Mar-2023		1.00		1.00	
Utilities Key Account Rep -S	Sep-2022		1.00		1.00	Offer Extended
Engr Mgr-Electric	Apr-2022		1.00		1.00	Posted
Sr. Electrical Engineer	Jul-2022		1.00		1.00	Posted
Util Engr Estimator	Mar-2022		1.00		1.00	
Util Engr Estimator	Mar-2022		1.00		1.00	

## Attachment B: Vacancy Report as of May 2023

	<b>Vacancy Date</b>	<b>General Fund</b>	<b>Enterprise Funds</b>	<b>Other Funds</b>	<b>Total</b>	<b>Status*</b>
Sr. Electrical Engineer	May-2022		1.00		1.00	Onboarding
Electric Project Engineer	Jul-2022		1.00		1.00	
Sr Engineer - U	Aug-2022		1.00		1.00	Interviews in Progress
Engineering Technician III	Aug-2022		1.00		1.00	
Resource Planner	Mar-2023		1.00		1.00	
OH UG Troubleman	Jun-2022		1.00		1.00	
OH UG Troubleman	Feb-2018		1.00		1.00	
Substation Electrician - Lead	Dec-2004		1.00		1.00	
SCADA Technician	Dec-2022		1.00		1.00	
Substation Electrician	Feb-2023		1.00		1.00	
Electrical Equipment Tech	Oct-2022		1.00		1.00	Posted
Substation Electrician	Oct-2019		1.00		1.00	Interviews in Progress
Elec Util Compliance Technicia	Oct-2020		1.00		1.00	
Lineper/Cable Spl	Jun-2021		1.00		1.00	Posted
Electric Heavy Equip Oper	Aug-2021		1.00		1.00	Interviews in Progress
Coordinator, Utilities Projects	Oct-2020		1.00		1.00	
Elec Asst I	Aug-2021		1.00		1.00	
Lineper/Cable Spl	Nov-2021		1.00		1.00	Posted
Utilities Locator	Feb-2023		1.00		1.00	
Lineper/Cable Spl	Mar-2020		1.00		1.00	
Utilities System Operator	Mar-2023		1.00		1.00	Posted
Utilities Locator	Aug-2022		1.00		1.00	
Util Fld Svcs Rep	Mar-2023		1.00		1.00	Offer Extended
Lineper/Cable Spl	Dec-2021		1.00		1.00	
Lineper/Cable Spl-L	Jan-2022		1.00		1.00	
Utilities System Operator	Aug-2021		1.00		1.00	
Elec Asst I	Nov-2020		1.00		1.00	
Lineper/Cable Spl	Jan-2023		1.00		1.00	
Util Comp Tech	Jan-2020		1.00		1.00	Posted
Equip Operator	Nov-2021		1.00		1.00	Offer Extended
Cement Finisher	Jan-2023		1.00		1.00	
Maintenance Mechanic Welding	Apr-2022		1.00		1.00	
Utilities Supervisor	Jan-2023		1.00		1.00	
Sr Water Sys Oper	Feb-2023		1.00		1.00	
WGW Utilities Field Inspector	Aug-2022		1.00		1.00	
Meter Reader-Lead	Apr-2023		1.00		1.00	Offer Extended
Meter Reader	Aug-2022		1.00		1.00	
Manager, Utilities Credit and Collection	Apr-2021		1.00		1.00	
Mgmt Analyst - U	Jul-2022		1.00		1.00	
Cust Svc Represent	Mar-2023		1.00		1.00	
Senior Electrical Engineer	Oct-2022		1.00		1.00	
Business Analyst	Nov-2022		1.00		1.00	
Business Analyst	Oct-2021		1.00		1.00	
		64.68	66.45	12.12	143.25	

\*This report reflects a snapshot in time of a continuously evolving process. Details may be impacted by administrative processes and timelines. The Human Resources Department monitors recruitments closely and can provide the most up to date information.



## Largest Vendor Payments by Fiscal Year (All Funds)

\* Data as of April 30, 2023.

Includes Check, ACH, and most related wire payments (excludes top dollar wire payments for commodity purchases and City of Sunnyvale)

Significant Contract/Consultant Expenses FY 2021 - FY 2023 by Vendor				
VENDOR NAME	FY 2021	FY 2022	FY 2023*	Total
SWINERTON BUILDERS	14,812,192	38,280,086	31,334,553	84,426,831
GRANITE CONSTRUCTION CO INC	11,399,277	4,630,572	-	16,029,849
TEICHERT CONSTRUCTION	4,359,023	7,638,364	1,917,510	13,914,897
ANDERSON PACIFIC ENGINEERING	2,509,655	4,807,211	4,591,974	11,908,839
O'GRADY PAVING INC.	3,636,189	2,360,486	4,267,813	10,264,488
PALO ALTO UNIFIED SCHOOL DISTRICT	3,807,130	3,629,898	2,785,570	10,222,598
AUTHORITY FOR CA CITIES EXCESS LIABILITY	2,137,630	3,310,860	3,731,516	9,180,006
OB SPORTS GOLF MANAGEMENT LLC	2,761,174	3,122,574	2,196,997	8,080,745
DALEO INC	560,340	4,305,444	2,443,532	7,309,317
C. OVERAA & CO.	-	2,203,374	4,539,583	6,742,957
HOT LINE CONSTRUCTION INC	1,629,250	2,641,827	2,333,093	6,604,170
MP NEXLEVEL OF CALIFORNIA INC	1,404,417	2,855,718	2,329,031	6,589,165
STATE WATER RESOURCES CONTROL BOARD	1,950,654	2,488,129	2,036,524	6,475,306
RANGER PIPELINES INC.	666,698	-	5,738,277	6,404,975
SWA SERVICES GROUP	2,176,502	2,249,828	1,966,714	6,393,044
DAVEY TREE SURGERY COMPANY	1,271,783	2,090,821	2,155,690	5,518,294
AZUL WORKS INC	-	4,163,911	448,603	4,612,514
COUNTY OF SANTA CLARA, VARIOUS DEPARTMENTS	750,854	2,948,403	798,212	4,497,469
CRATUS INC	58,473	1,176,003	3,192,823	4,427,299
NATIONAL AUTO FLEET GROUP	2,657,202	532,060	344,007	3,533,269
NOVA PARTNERS INC	993,132	1,276,927	922,481	3,192,540
SCA OF CA LLC/CONTRACT SWEEPING SERVICES	818,588	825,976	1,229,689	2,874,253
BROWN AND CALDWELL	1,486,216	967,165	394,812	2,848,192
BRIGHTVIEW LANDSCAPE SERVICES INC	789,275	890,764	1,057,418	2,737,458
ROSSDRULISCUSENBERRY, ARCHITECTURE, INC.	734,443	1,465,978	339,622	2,540,042
MAGELLAN ADVISORS LLC	380,910	1,174,320	833,866	2,389,095
WEST COAST ARBORISTS, INC	1,044,469	196,313	1,023,447	2,264,228
SENSUS USA INC	-	215,613	2,037,352	2,252,965
MCCANDLESS LIMITED LLC	763,311	822,708	605,358	2,191,377
TW POWER LINE CONSTRUCTION	2,046,486	43,259	-	2,089,745
4LEAF, INC.	785,422	701,162	596,172	2,082,755
STOLOSKI AND GONZALEZ INC	2,058,217	-	-	2,058,217
C&S ENGINEERS INC	508,683	872,545	625,447	2,006,675
PETS IN NEED	722,670	710,768	519,638	1,953,077
LIFE INSURANCE OF NORTH AMERICA	676,369	623,142	637,119	1,936,630
BLACK & VEATCH CORPORATION	223,692	1,237,333	460,683	1,921,707
LYSTEK INTERNATIONAL LIMITED	583,871	585,167	744,727	1,913,764
ALLIANT INSURANCE SERVICES INC	455,594	691,067	724,583	1,871,244
285 HAMILTON LLC	703,303	695,149	461,314	1,859,766
VALLEY OIL COMPANY	481,270	702,958	656,429	1,840,657
INSIGHT PUBLIC SECTOR INC.	509,333	513,856	750,418	1,773,607
PRECISION ENGINEERING INC	1,476,223	287,537	-	1,763,760
BEST CONTRACTING SERVICES, INC	-	1,543,896	174,184	1,718,080
ELEMENT MARKETS LLC	248,073	1,373,312	-	1,621,386
LSI CONSULTING	1,196,340	344,770	37,500	1,578,610
DENALI WATER SOLUTIONS	468,543	527,653	555,386	1,551,583
AVENIDAS	562,437	552,089	432,864	1,547,389
ZOON ENGINEERING INC	1,243,915	284,295	1,390	1,529,600
TMT ENTERPRISES INC	536,739	522,317	463,296	1,522,352
SAFEBUILT LLC	495,508	536,707	486,127	1,518,343
ANIXTER INC	619,091	540,951	337,172	1,497,214
PALO ALTO COMMUNITY CHILD CARE	524,669	399,916	544,516	1,469,102
GOLDEN BAY CONSTRUCTION INC	98,442	884,067	486,345	1,468,854
NAPA AUTO PARTS	513,370	437,559	473,270	1,424,198
AECOM TECHNICAL SERVICES, INC/AECOM USA INC.	1,036,579	218,841	124,916	1,380,336
ALL CITY MANAGEMENT SERVICES INC	364,776	520,123	476,858	1,361,757
ONESOURCE DISTRIBUTORS LLC/ONESOURCE SUPPLY SOLUTIONS LLC	175,101	418,142	738,458	1,331,700
WOODARD & CURRAN	326,541	474,600	480,178	1,281,320
STRAWN CONSTRUCTION, INC	502,783	747,500	-	1,250,283
SYNAGRO WWT INC	411,496	381,819	380,281	1,173,596
CITY OF MENLO PARK	311,021	416,542	444,281	1,171,844
GOLDEN STATE FIRE APPARATUS, INC	-	-	1,135,943	1,135,943
CITY OF MOUNTAIN VIEW	321,608	603,515	177,217	1,102,340
RINCON CONSULTANTS, INC.	88,492	463,603	524,719	1,076,814
PRISM	-	522,540	544,155	1,066,695
ISPATIAL TECHNO SOLUTIONS INC	258,980	410,740	386,120	1,055,840
SAN FRANCISQUITO CREEK JOINT POWERS	308,000	337,240	395,926	1,041,166
DOWNTOWN STREETS, INC	444,287	310,441	282,941	1,037,668
MNS ENGINEERS INC	-	598,307	434,554	1,032,861
BAKER TILLY US LLP	236,108	297,181	467,518	1,000,806
<b>Grand Total</b>	<b>88,082,814</b>	<b>125,603,943</b>	<b>104,758,709</b>	<b>318,445,466</b>

**Certificate Of Completion**

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Document Pages: 9	Signatures: 2
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Alyssa Ching
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	250 Hamilton Ave
	Palo Alto , CA 94301
	alyssa.ching@cityofpaloalto.org
	IP Address: 199.33.32.254


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5/4/2023 4:56:39 PM	alyssa.ching@cityofpaloalto.org	
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Storage Appliance Status: Connected	Pool: City of Palo Alto	Location: DocuSign

**Signer Events**

Kiely Nose  
 Kiely.Nose@cityofpaloalto.org  
 Director, Administrative Services/CFO  
 City of Palo Alto  
 Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
 0513042E38B4409...  
 Signature Adoption: Uploaded Signature Image  
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Ed Shikada  
 ed.shikada@cityofpaloalto.org  
 Ed Shikada, City Manager  
 City of Palo Alto  
 Security Level: Email, Account Authentication (None)

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 Signature Adoption: Pre-selected Style  
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Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Vinh Nguyen  
 vinhloc.nguyen@cityofpaloalto.org  
 Administrative Associate III  
 City of Palo Alto  
 Security Level: Email, Account Authentication (None)

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<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Completed	Security Checked	5/4/2023 5:12:13 PM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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