



Finance Committee Supplemental Report

CITY OF
**PALO
ALTO**

From: Lauren Lai, Administrative Services Director

Meeting Date: May 7, 2024

Item Number: 1

Report #:2405-2969

TITLE

Additional Funding Proposal Options for FY 2025 Budget Process Consideration

RECOMMENDATION

This is an informational report intended to assist the Finance Committee in its deliberations of the FY 2025 Proposed Budget; no action is recommended.

BACKGROUND

In alignment with the City's Charter, the City Manager prepares a proposed budget for Council consideration no less than every two years for review and adoption. This budget provides staff's professional recommendations based on community feedback, council priorities, operational needs, and regulatory requirements. In development of this annual financial plan, staff evaluated requests submitted by departments, prior Council direction, audit recommendations, community interests and Council priorities. Funding availability continues to fall below both immediate requests as well as in the long term.

The budget development process highlights an inherent tension between desired areas to fund and the resources available both in the immediate time period as well as positioning in anticipation of future needs. The FY 2025 Proposed Budget assertively positions the City in recognition of Council direction in recent years. Example of this include adjustments to the assumed vacancy levels to fully align with historic savings, moving from a 3% to 5% assumed level of vacancy, and more optimistic revenue estimates in alignment with or even beyond consultant estimates for key taxes such as Sales Tax and Property Tax. The FY 2025 Proposed Budget reflects Budget Stabilization Reserve (BSR) at 18.8%, down from 20%, with cautious optimism as inflation and other economic, global and labor market factors impact both the pace of revenue and expense growth.

The FY 2025 Proposed Budget continues the two-year budget balancing strategy from FY 2024 to use one-time surplus to bridge projected deficits. The FY 2025 budget relies on \$6.9 million from the Budget Uncertainty Reserve, leaving a balance of \$4.7 million, including using \$2.0

million from the BSR to increase the Uncertainty Reserve to fund shortfalls expected in FY 2026 (\$9.7 million), for a net deficit of \$5.0 million for FY 2026 budget planning. The Long-Range Financial Forecast also projects continued deficits of \$3.4 million in FY 2027 down to \$0.5 million in FY 2029.

The FY 2025 Proposed Budget includes assertive assumptions of revenues and funding comprehensive budget proposal investments, while balancing financial stability and risk. A measured approach to ongoing costs is needed to ensure that current one-time surpluses are managed in a way that will not exacerbate future deficits. Clarification as to additional appropriations being one-time versus on-going is imperative to balancing financial stability, risk and implementation.

ANALYSIS:

This report is intended to provide context and awareness of what was not included in the FY 2025 Proposed Budget due to insufficient information to bring forward a formal recommendation, not the right timing, and/or insufficient funding.

The memo summarizes items for consideration of additional funding organized into three tables, in no particular order:

1. Alternative proposal options for FY 2025 investment
2. Council referrals through the City Council or Finance Committee, including Council priority objectives, and community organization requests submitted to date
3. “Known Unknowns” – Known future investments, however, timing, scope of work and/or funding needs are unknown

When funding is unknown, orders of magnitude are provided with the following symbols:

- \$ = up to \$500,000
- \$\$ = up to \$1 million
- \$\$\$ = \$1 million+

TABLE 1: Alternative Proposal Options for FY 2025 Investment

TABLE 1: Alternative Proposal Options for FY 2025 Investment	Estimated Funding Need	Ongoing or One-time Funding
Potential Service/Capital Investment		
<i>Junior Museum and Zoo (JMZ) Operations (CSD):</i> Add 6.0 FTE and delete 1.92 FTE, four part-time positions, partially offset by additional revenue from increased programming and ticket pricing to \$14 per person. Additional staffing would support guest services and animal care. A	\$500,000	Ongoing

<p>TABLE 1: Alternative Proposal Options for FY 2025 Investment</p> <p>Potential Service/Capital Investment</p>	<p>Estimated Funding Need</p>	<p>Ongoing or One-time Funding</p>
<p>separate report can be found here for greater detail on this¹, \$500,000 ongoing net cost, pro-rated FY 2025 net expense of \$175,000.</p>		
<p>Cubberley Community Center Building Services Staffing (CSD): Additional staffing of 1.0 Building Serviceperson at Cubberley Community Center to address cleanliness challenges and support expended operations seven days a week from 6am-11pm daily.</p>	<p>\$105,000</p>	<p>Ongoing</p>
<p>Children’s Theater Production Staffing (CSD): Additional staffing of 0.95 FTE, three part-time positions, overseeing production tasks and overseeing carpenters, safety protocols, and provision of set build technical drawings.</p>	<p>\$85,000</p>	<p>Ongoing</p>
<p>Public Art Installation Crew Staffing (CSD): Increase part-time staffing hours availability by the equivalent of 0.33 FTE, three part-time positions, to support maintenance, handing of portable art collection, and assisting in transporting and assembling large scale artworks in the Public Art program.</p>	<p>\$36,000</p>	<p>Ongoing</p>
<p>Family Events (CSD): Additional funding to provide for a 6th summer concert series event and a city-wide puzzle hunt annually; currently five (5) summer concerts are recommended to be funded.</p>	<p>\$35,000</p>	<p>Ongoing</p>
<p>Emergency Fire and Medical Service Expansion (FIR): Adds 9.5 FTE in a multi-year plan to establish an emergency medical service (EMS) dedicated division resulting in addition of a 4th full time ambulance and fire engine support in all fire stations. This costing models civilian staffing ongoing costs in the third and final year of a phased implementation, with first year costs estimated at \$1.5 million. This would be subject to appropriate conversations with labor organizations representing fire services. Station 2 and Station 4 to have engines stationed 24/7.</p>	<p>\$4.0 million</p>	<p>Ongoing</p>
<p>Emergency Medical Service Expansion Contract (FIR): Provides contractual services funding to increase survivability in medical emergencies to explore additional ambulance coverage options to be able to cover call volume and reduce response times for the current 90th percentile response times at 9:41, above the goal of 8:00 minutes, however lower than the current county medical response time of 27 minutes. Options include contracting with a private ambulance company for peak coverage, adding an hourly peak coverage ambulance with overtime, or establishing a civilian</p>	<p>\$\$ to \$\$\$</p>	<p>Ongoing</p>

¹ Finance Committee, May 7, 2024, Agenda Item #7:
<https://portal.laserfiche.com/Portal/DocView.aspx?id=72037&repo=r-704298fc&searchid=c71491bf-937c-4951-95e4-ca3b27b16bce>

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Potential Service/Capital Investment	Estimated Funding Need	Ongoing or One-time Funding
ambulance unit. Fiscal impact depends upon method and/or vendor procurement.		
Fire Services Strategic Plan Update (FIR): Adds contract services funding for the completion of a strategic plan engaging community stakeholders, the department, and internal resources to guide the delivery of fire and medical response services last completed in FY 2019 and sunsets in FY 2024. This cost reflects the partial offset of revenue from Stanford for fire services.	\$50,000	One-time
Fire Explorer Program (FIR): Establish Fire/EMS Explorer Program through overtime and supply costs to engage youth from 6th grade through age 20 in considering fire and emergency medical services (EMS) as a career path. This cost reflects the partial offset of revenue from Stanford for fire services.	\$25,000	Ongoing
Active Recruitment Digital Marketing Services (HRD): Add contract services funding for marketing and candidate sourcing expertise for city-wide recruitment, bringing expertise on social media, marketing, and digital advertising. A new position would be requested to maintain this program ongoing. A separate report detailing a recent study and recommendations for recruitment operations in the City can be found on the May 6, 2024 Council agenda ² .	\$250,000	Ongoing or One-time
Employee Wellness and Benefits Administration (HRD): Add 1.0 Human Resources Representative position to support wellness and benefit programs ensuring adequate staff coverage and service levels creating greater capacity for more experienced resources to focus on strategic benefit programs. This would be funded in the General Benefit Fund, approximately 50% funded by the General Fund.	\$155,000	Ongoing
Establish Organizational Development and Safety Division (HRD): Adds 1.0 Human Resources Representative position to support citywide career advancement, next generation preparation, organizational resilience measures, and training needs of our highly specialized and high performing organization, while also addressing crucial safety training requirements; promote a culture of safety and continuous improvement across the city's departments. This would be funded in the General Liability Fund, approximately 50% funded by the General Fund.	\$155,000	Ongoing
Expansion of Library Teen Services (LIB): Adds 1.0 Librarian to develop and offer more programming and services to	\$135,000	Ongoing

² City Council, May 6, 2024, Agenda Item #16:
<https://portal.laserfiche.com/Portal/DocView.aspx?id=72031&repo=r-704298fc&searchid=987157bd-fb03-4366-a68d-b5f26d29b5d6>

<p align="center">TABLE 1: Alternative Proposal Options for FY 2025 Investment</p> <p align="center">Potential Service/Capital Investment</p>	<p align="center">Estimated Funding Need</p>	<p align="center">Ongoing or One-time Funding</p>
<p>the community, specifically teens, increasing dedicated resources for teen programming in libraries to two positions. These positions support the Teen Library Advisory Board (TLAB) in developing programs/events, mentoring, collection development, materials selection and de-selection, technology development.</p>		
<p>Quarterly City-wide Newsletter (CMO): Provides for the design, postage, and printing costs of four (4) city-wide quarterly newsletter mailings with the preponderance of the costs reflecting postage charges.</p>	<p align="center">\$100,000</p>	<p align="center">Ongoing</p>
<p>Increase Code Enforcement Staffing (PDS): Add 1.0 Code Enforcement Officer for a total of four (4) full-time code enforcement positions to increase program as enforcement cases have increased in recent years. Two of the three existing staffing were added beginning in FY 2022 to support program expansion and enforcement efforts.</p>	<p align="center">\$155,000</p>	<p align="center">Ongoing</p>
<p>Planning & Development Services Strategic Plan (PDS): Adds contract services funding of \$100,000, an estimated funding level needed to support the development of a department-wide strategic plan as recommended in the June 2022 audit report prepared by Baker Tilly in its capacity as City Auditor.</p>	<p align="center">\$100,000</p>	<p align="center">One-time</p>
<p>Construction and Demolition Permit (PDS): Adds contract services funding of \$100,000, an estimated funding level to procure consultants to provide implementation, monitoring, enforcement, and improvement of the City's Construction and Demolition (C&D) Debris Diversion Program.</p>	<p align="center">\$100,000</p>	<p align="center">Ongoing</p>
<p>Electric Vehicle Fleet Replacement (PWD): Increases fleet replacement funding by \$1.7 million in the General Fund, \$2.2 million all funds to support replacement of all vehicles including heavy equipment such as a fire engine, a dump truck, and an aerial tree truck with electric vehicles. This differs from the FY 2025 Proposed Budget assumptions which includes the replacement of 22 units, whereas this alternative proposal option provides budget for the replacement of 34 units.</p>	<p align="center">\$2.2 million</p>	<p align="center">Ongoing OR One-time</p>
<p>Storm Water Infrastructure Maintenance (PWD): Adds contract services funding of \$450,000 for Green Stormwater Infrastructure maintenance (\$250,000 ongoing) to support requirements of the Municipal Regional Stormwater National Pollutant Discharge Elimination System (NPDES) Permit in the San Francisco Bay Area (AKA Municipal Regional Permit (MRP)) green stormwater infrastructure (GSI) for new and redevelopment projects. Funding would be 68% General Fund and 32% Stormwater Management Fund.</p>	<p align="center">\$250,000 to \$450,000</p>	<p align="center">Ongoing</p>

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<p>Public Services Streets 311 Requests (PWD): Add 0.96 FTE, two part-time General Laborer positions, to support work orders generated from Palo Alto 311 street and sidewalk service requests and address an existing backlog. Staff will provide support across teams, encompassing sidewalks, streets, and storm drains; backlog of requests exist in sidewalk replacement hot spots, and curb and gutter fixes.</p>	\$100,000	Ongoing
<p>Sustainability Program Customer Service Support (UTL): Adds 1.0 Associate Sustainability Program Administrator to support tracking sales and marketing results, engage in direct customer calls related to both sales and customer experience, and would assist with customer experience improvement for various S/CAP programs. This would be funded in the Electric Fund.</p>	\$150,000	Ongoing

TABLE 2: Council referrals through the City Council or Finance Committee, including Council priority objectives, and community organization requests submitted to date

TABLE 2: Council Referrals & Community Requests		
Potential Service/Capital Investment	Estimated Funding Need	Ongoing or One-time Funding
<p>Ability Path Matching Gift: On March 25, 2024, City Council approved consideration of \$250,000 in funding for Ability Path during the FY 2025 budget process. In partnership with the Eden housing development of Mitchell Park Place, Ability Path will provide program spaces on the first floor at this development and is seeking this funding to encourage donors to support the work at Mitchell Park Place. Additional information can be found in the March 4, 2024 presentation received by the City Council (Attachment A, for ease of reference).</p>	\$250,000	One-time
<p>Palo Alto Transportation Management Association (PATMA) On April 23, 2024, the Finance Committee expressed a desire to consider \$200,000 in additional funding to the Palo Alto Transportation Management Association (PATMA), increasing the funding allocation from \$200,000 to \$400,000, to maintain current service levels. Previously PATMA has been spending reserves to maintain service levels and have exhausted those funds. Additional information can be found in the PATMA annual report and funding request reviewed by the Committee³.</p>	\$200,000	Ongoing

³ Finance Committee, April 23, 2024, Agenda Item #6, <https://portal.laserfiche.com/Portal/DocView.aspx?id=71653&repo=r-704298fc&searchid=b30016d9-7aee-4a08-bc14-ce18f05beec9>

<p align="center">TABLE 2: Council Referrals & Community Requests</p> <p align="center">Potential Service/Capital Investment</p>	<p align="center">Estimated Funding Need</p>	<p align="center">Ongoing or One-time Funding</p>
<p>Magical Series Programming & Events: Magical Bridge Foundation requests additional annual funding of \$150,000 to develop and deliver adaptive and inclusive recreational programming and events, collectively known as the "Magical Series." The intention is to provide individuals of all ages and abilities with opportunities to partake in leisure and community-building activities within a secure and supportive environment, thereby fostering an enriching experience for all participants through a Kindness Ambassador Program, a digital community hub, performances, and classes. (Attachment B)</p>	<p align="center">\$150,000</p>	<p align="center">Ongoing</p>
<p>United Nations Association Film Festival (UNAFF) & Annual Operations: This action funds \$45,000 in grant funding to the United Nations Association Film Festival (UNAFF) October film festival (\$25,000) and expended programming throughout the year (\$20,000). The FY 2024 Adopted Budget provided a one-time allocation to support the festival held in Palo Alto to ensure sufficient resources were available to provide a high-quality experience for attendees; films presented cover topics such as environmental sustainability and human rights, which align with many of the City's future goals and core ideals. UNAFF has requested an additional \$20,000 to support annual programming such as regular film screenings for the community engagement. Attachment C reflects the funding request submitted by UNAFF. Lastly, the City supports installation of banners at an annual cost of approximately \$10,000 for the festival.</p>	<p align="center">\$45,000</p>	<p align="center">Ongoing</p>
<p>Environmental Volunteers Foothills Nature Preserve Program: This action requests \$11,000 for a Foothills Nature Preserve Program staffed by the Environmental Volunteers including an information table on Saturdays (five hours per week, for 50 weeks) and monthly nature walks. Funds would support costs for program management, marketing and promotion, training, and supplies and materials. Attachment D has a full breakdown of the costs for this programming.</p>	<p align="center">\$11,000</p>	<p align="center">Ongoing</p>
<p>Palo Alto History Museum Capital Contribution: The Palo Alto Museum has requested a capital contribution of \$1.0 million to reflect a cost share of 50/50 between the City and Museum due to general cost escalation. This would result in an amendment to the Tenant Work Letter, that currently stipulate funding terms reflecting any cost escalation to be covered by the HUD grant of \$3 million. Attachment E reflects the letter provided by the Museum requesting this financial support.</p>	<p align="center">\$1.0 Million</p>	<p align="center">One-time</p>
<p>445 Bryant Community Facility: Staff expects to continue discussion with the City Council in June 2024 on proposals for use of the space. The FY 2025 makes minimal base line assumptions for potential use of the space beginning in March 2025,</p>	<p align="center">\$</p>	<p align="center">Ongoing OR One-time</p>

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<p>however, costs both for capital investments and operations will be dependent on Council discussion and direction.</p>		
<p>Affordable Housing Development: The City is planning significant investment in the building of affordable housing in alignment with the City’s adopted Housing Element. Staff expect that funding to support a share of the expected development will require investment far beyond existing resources even if leveraged through the issuance of debt.</p>	<p align="center">\$\$\$</p>	<p align="center">Ongoing</p>
<p>California Avenue Interim Improvements: The Council adopted the 2024 priority outcome: Engage Cal Ave merchants on high priority, rapid implementation projects. Staff estimates initial interim improvements to cost \$450,000 to support street paving adjustments, signage, planters, and site furniture. Ongoing costs of maintaining these improvements are unknown at this time.</p>	<p align="center">\$450,000</p>	<p align="center">One-time</p>
<p>Human Services Resource Allocation Program (HSRAP) Funding Level: Funding level for HSRAP or like programs remains an outstanding referral under review by the Finance Committee. A follow-up of this is expected in the third quarter of calendar year 2024 with the Finance Committee. As discussed with the committee in March 2024, FY 2025 is the second year of a two-year funding cycle and therefore aligning changes in funding levels for the cycle beginning FY 2026 would be most efficient.</p>	<p align="center">\$\$</p>	<p align="center">Ongoing</p>
<p>Car-free Streetscape Design for Ramona Street: The Council adopted the 2024 priority outcome: Initiate preliminary analysis and stakeholder engagement on a car-free streetscape design for Ramona Street. Staff will begin this work within existing recommended resources, however, anticipate that upon completion of scope and timeline, this effort will require consultant resources for both design and feasibility analysis as well as implementation costs. These are unknown at this time pending the initiation of this priority.</p>	<p align="center">\$</p>	<p align="center">One-time</p>

TABLE 3: “Known Unknowns” – Known future investments, however, timing, scope of work and/or funding needs are unknown

<p align="center">TABLE 3: “Known Unknowns”</p> <p align="center">Potential Service/Capital Investment</p>	<p align="center">Estimated Funding Need</p>	<p align="center">Ongoing or One-time Funding</p>
<p>Labor Cost Escalation: The City’s General Fund is approximately 60% labor costs as a service driven organization. Currently two significant efforts that may change these costs are underway, 1) the City is beginning labor negotiations with all employee groups with the sunset of current contracts by the close of FY 2025 and 2) the City is undergoing its other post-employment benefits (OPEB) actuarial study conducted every two years. Staff anticipate bringing the OPEB actuarial studies which inform funding levels on May 21, 2024. Costs are expected to increase as a result of the negative market performance in 2022.</p>	<p align="center">+\$1.5 million</p>	<p align="center">Ongoing</p>
<p>Grade Separation/ Train Crossing: Additional resources will need to be explored to plan and fund these grade separations, including City staff pursuing additional funding through grant opportunities as they become available and other financing mechanisms. Staff has been successful in grant applications and received notifications of grant awards for \$6 million for Preliminary Engineering and Environmental work from the Federal Rail Administration and \$23.8 million for final design of Churchill crossing.</p>	<p align="center">\$\$\$</p>	<p align="center">One-time</p>
<p>Capital Investments Citywide: The Council and community have adopted various plans and identified areas of future investment for capital improvements. These costs can range from as little as \$1 million to more than \$20 million per project. None of these projects are reflected in the FY 2025 Proposed Budget or the FY 2025-2029 Proposed Five Year Capital Improvement Plan. Examples of these include: full implementation of the Council adopted Parks Master Plan, additional capital or operating investments for partners of the City such as but not limited to the Ventura Child Care Center, Palo Alto History museum (300 Homer Avenue Roth facility), or Project Homekey; aging or noncompliant existing infrastructure for ADA transition plan to full ADA compliance; new or future infrastructure such as training facilities for Fire suppression training or City Hall Forest Street side renovation after public safety moves out.</p>	<p align="center">\$\$\$</p>	<p align="center">One-time</p>
<p>Cubberley Community Center Redevelopment: The City of Palo Alto and the Palo Alto Unified School District are actively collaborating on a land transfer proposal that would enable the City to permanently secure a portion of Cubberley for the development of a community center. Both the cost of acquisition and the redevelopment of the Cubberley site are expected to reach well over \$300 million based on conceptual designs developed through a community process completed in 2019. It is expected that a voter approved measure will be necessary to support additional funding for this significant capital investment and ultimately ongoing operational costs for the future facility.</p>	<p align="center">\$\$\$</p>	<p align="center">Ongoing</p>

<p style="text-align: center;">TABLE 3: "Known Unknowns"</p> <p style="text-align: center;">Potential Service/Capital Investment</p>	<p style="text-align: center;">Estimated Funding Need</p>	<p style="text-align: center;">Ongoing or One-time Funding</p>
<p>Significant Projects or Changing Operational Needs: Updates to several significant programs, codes and ordinances are in process or expected to be necessary in the near future. Examples of these include but are not limited to a growing population with the development of additional housing which will increase resources needed to maintain current service levels, implementation of major plans such as the City's housing element and the capital and programs currently outlined in the eight-year plan, and the internal services such as human resources, legal, finance, and technology to support the growing services and organizational capacity.</p>	<p>\$\$\$</p>	<p>Ongoing</p>
<p>General Liability Umbrella Excess Premiums: The City's General Liability Program provides funding to cover various insurance policies for City-owned facilities, equipment and machinery. The City is self-insured for the first \$1.0 million in losses per occurrence and participates in a Joint Powers Authority for coverage up to \$55 million per occurrence. General Liability Umbrella Excess Premiums are anticipated to increase in future years due to large settlements and judgements statewide as well as significant national events and disasters.</p>	<p>\$\$</p>	<p>Ongoing</p>

ATTACHMENTS

- Attachment A: Ability Path Matching Gift
- Attachment B: Magical Series Programming & Events
- Attachment C: United Nations Association Film Festival (UNAFF) & Annual Operations
- Attachment D: Environmental Volunteers Foothills Nature Preserve Program
- Attachment E: Palo Alto History Museum Capital Contribution

APPROVED BY:

Lauren Lai, Administrative Services Director



Palo Alto City Council | March 4, 2024

Providing a lifetime of opportunities. Making a difference.

AbilityPath's Impact

500

children screened to identify developmental delays

25,000+

hours of speech, occupational, and physical therapy and early intervention services for children

300+

children with and without disabilities learn together in our inclusive preschools

600

adults supported to achieve their individualized goals in health, recreation, independent living, and employment

700+

families received 1:1 guidance through 6,500+ interactions with our Family Support Services coordinators to support their child's development

200+

adults with paid work in the community supported by job development and coaching services

15

locations providing adult services, preschool, family support services, children's therapy services, and administrative support

1,200+

children, adults, and families served daily by AbilityPath's lifespan of services and programs

~300

employees serving the I/DD community

Serving the I/DD Community for Over 100 Years!

Providing a Lifetime of Opportunities

AbilityPath provides a lifespan of services to thousands of children, youth, and adults with developmental disabilities, along with their families.

Children



Designed to nurture and support children of all abilities and create a network of support for parents

Adults



Committed to expanding opportunities for adults with developmental disabilities to achieve greater independence and inclusion

Families



Support for caregivers to help their child learn and grow, and to take care of their own well-being

Family Support Services

Therapy Services

Developmental Classes

Inclusive Preschool

Social Skills and Recreation

Career Exploration

Independent Living

AbilityPath in Palo Alto

Since 2020, AbilityPath, along with the support of our generous donors and Santa Clara County, has invested over \$3 million to improve and expand our facilities and grow our programs.

Learning Links

During the pandemic, we upgraded our Learning Links Preschool, doubling the capacity of our unique, inclusive early learning program. We currently serve nearly 40 children, with a full-time capacity to serve over 50 children.

Adult Programs

Programs provided in Palo Alto: Employment support, day programs, community-based programs, and independent living services. Art and computer programs will grow and expand when Mitchell Park Place is built out and completed.

REACH

We took over two programs that serve individuals who have experienced a traumatic brain injury or stroke. We offer our therapy and group programs at the Cubberley Community Center. We are one of only a few organizations that serve post-insurance TBI clients on the Peninsula.

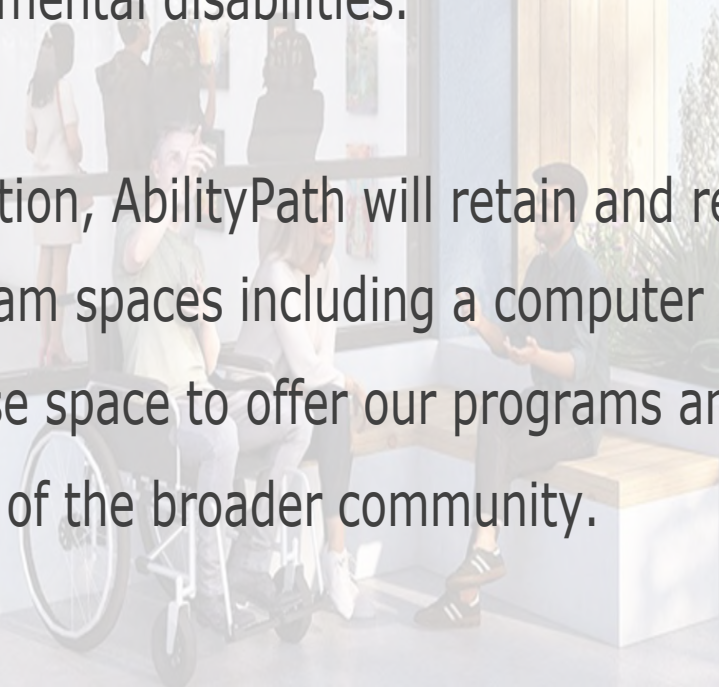
Mitchell Park Place

Affordable housing is a critical element toward a path of inclusion. Eden Housing is developing a mixed-use facility – Mitchell Park Place – with 50 units of affordable housing, designed to serve lower-income individuals, with a particular focus on desperately needed housing for adults with intellectual and developmental disabilities.

As part of this collaboration, AbilityPath will retain and renovate the first floor, investing in program spaces including a computer lab, art studio, and flexible multipurpose space to offer our programs and services for residents and members of the broader community.



abilitypath



AbilityPath | Mitchell Park Place

AbilityPath will provide much needed services on the ground floor of Mitchell Park Place to support independence and inclusion for Palo Alto residents, including Independent Living Skills, Career Development, Financial Literacy Workshops, Art and Music Classes, Computer and Technology Training, Exercise Classes and Mindfulness Sessions, and Services for Stroke and Brain Injury Clients.



AbilityPath | Community Art

AbilityPath's Art Programs provide artists of all abilities and backgrounds access to the Bay Area art community by selling and exhibiting their work in public spaces, corporations, and art institutions. Through these art exhibitions and sales, community members gain a better appreciation for the achievements and talents of individuals with disabilities.



AbilityPath | Community Programs

The inclusive programs provided at Mitchell Park Place will be transformative for the Palo Alto community. For example, physical and mental health go hand in hand, the exercise and mindfulness programs will include meditation and yoga. Digital literacy opens doors to communication, education, and independence. Mitchell Park Place will provide a hub where individuals can access vital resources, connect with others, and receive personalized support.



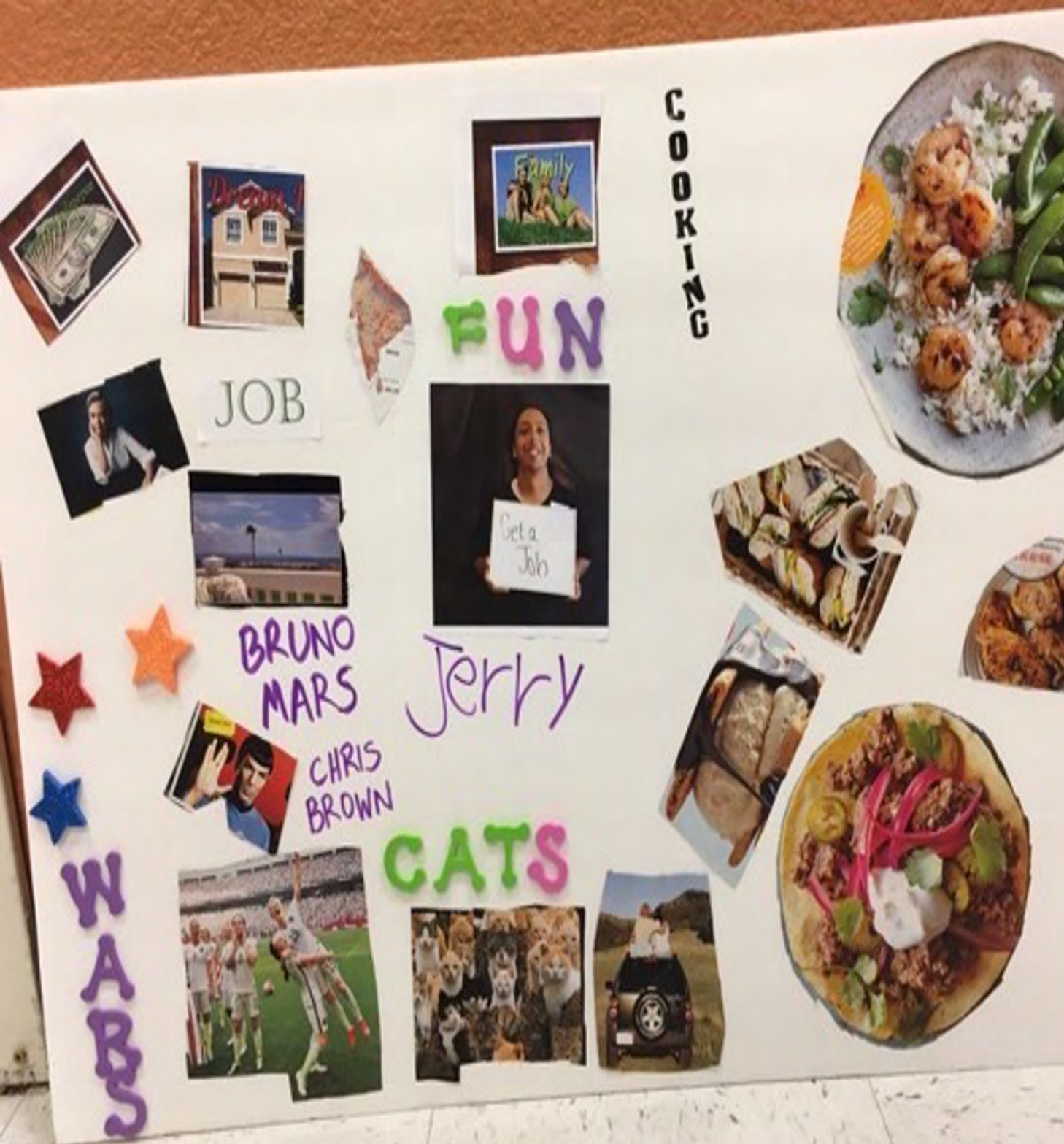


Investing in Possibilities and Opportunities for Palo Alto Residents

We are seeking a grant from the City of Palo Alto in the amount of \$250,000.

We will use the City's grant as a "matching gift" to encourage donors to support our work at Mitchell Park Place.

We invite you to support our vision to provide enriching services and programs for all Palo Alto residents.



Providing essential skills for adults to pursue their dreams and ambitions.

For Jerry, one of AbilityPath's program participants, his hopes and dreams include a nice home, good food, and travel. He enjoys music, sports, pets, and hobbies; and he hopes for meaningful and respectful work.

To love, to be loved, and to be accepted is what we all wish for. Enjoying the company of others and to be accepted for who we are is something that each of us strive for – for ourselves, for our children, and for those we care about.



abilitypath

INSPIRING INCLUSION

abilitypath.org



Magical Bridge - City of Palo Alto Programming Agreement Terms

Agreement Overview: The City of Palo Alto will enter into an agreement with Magical Bridge to create and source recreational programming (“Magical Series”) that gives people of all ages and abilities the opportunity to enjoy leisure and community building activities in a safe and supportive environment that fosters an enriching experience for all who participate. The agreement will also provide for the ongoing development and operation of the Kindness Ambassador Program – Magical Bridge’s proprietary volunteer engagement system, which invites adults and teens, regardless of ability or disability, the opportunity to promote kindness and inclusion on and off the playground. The City and Magical Bridge will also partner to create a digital community hub that acts as a one-stop shop for Magical Series events, Kindness Ambassador volunteer opportunities, and guidelines for the Magical Series designation. Our goal is for everyone to have fun, learn new skills, and engage in community.

Magical Series: Magical Series offerings are mindful of developmental rather than chronological ages groups, adjusted sensory environments, and smaller classes and are held both on and off the playground (*see Exhibit 1 for sample Magical Series offerings*).

- Off the playground (to be held at City of Palo Alto libraries and other recreational facilities)
 - Theater performances (*2 annually*)
 - Magical Series Classes
 - Spectrum friendly dance classes
 - Music therapy enrichment program
- On the playground
 - Magical Music & Motion Concert Series (*6 annually*)
 - Storytime welcoming to all ages and abilities (*6 annually*)
 - Hands-on, universal design STEAM activities (*3 annually*)
 - Canine companions (*3 annually*)

Kindness Ambassador Program

- Recruit and onboard Kindness Ambassadors
- Provide volunteer opportunities that allow Kindness Ambassadors to explore and practice their skills and interests at local mission aligned community events (i.e., support city staff at Super Family Sunday at JMZ, lead Magical Bridge playground tours focused on universal design and community impact for those interested in public speaking, host STEM activities at the playground, etc.)
- Foster relationships between Kindness Ambassadors and senior population across the city and broader region (i.e., Avenidas events, East Palo Alto Senior Center crafting and chatting get togethers)
- Continuously innovate and implement new adaptive programming offerings, such as Magical Tennis for neurodiverse participants
- Work with City officials to promote civic engagement amongst people of all ages and abilities (i.e., Kindness Ambassador to report quarterly to City council on the state of kindness in the community)

Impact Reporting: Magical Bridge will create an annual report, summarizing its community impact with metrics such as number of community members served through Magical Series programs, numbers of Magical Series offerings, number of Kindness Ambassadors and hours volunteered, and number of Magical Bridge playground visitors.

Magical Recognition: Online, social media and outdoor displays will proudly feature sponsorship via partnership with the City of Palo Alto.

Annual Contract Amount: \$150,000 annually, with renewal subject to Magical Bridge’s achievement of prior year plan and approval of upcoming annual plan (amount can be split between CSD and library). \$50,000 restricted for event implementation and vendor payments. \$100,000 for Magical Bridge innovative program development, volunteer engagement, partnership development, and implementation. After year 1, explore the possibility of streamlined contract that includes programming development and funding, with implementation directed by City or volunteer organization.

City Obligations: Provide City liaison to support programming promotion and day-of implementation.



Exhibit 1: Sample Magical Series Offerings

Performance Events	
Magic of Movement	A dance performance showcasing diverse styles of dance accessible to all abilities
Music without Boundaries	A concert featuring adaptive musical instruments and performances by musicians of all abilities
Theater of Possibilities	Inclusive theater performance featuring actors of diverse abilities
Summer Serenade	Musical performance featuring inclusive activities like sing-alongs and instrument petting zoos
Spooky Spectacular	Inclusive Halloween-themed performance featuring music, dance, and storytelling
Winter Wonderland Wonders	Inclusive winter-themed performance featuring music, dance, and theater
STEAM Activity	
Build Your Own Accessible Garden	A workshop about gardening and create accessible raised beds for planting
Engineering for All	Workshop on building inclusive playground structures using STEAM principles.
Tech Playground	Hands-on session exploring assistive technology and its applications for accessibility
Accessible Architecture	Workshop focusing on designing and building accessible structures using STEAM concepts
Sensory Science	Exploration of sensory-friendly science experiments and activities
Story Time	
Enchanted Tales	A storytelling session featuring inclusive stories with diverse characters and themes.
Imagination Station	Interactive storytelling session encouraging creativity and imagination for all abilities
Holiday Magic	Storytelling session featuring inclusive tales of holiday cheer and joy for all to enjoy



Magical Bridge – City of Palo Alto Licensing and Consulting Agreement Terms

Agreement Overview: Magical Bridge Palo Alto opened in April 2015 and has since become a beloved community asset, bringing together people of all ages and abilities to experience the magic of play, community connections, and belonging. This proposal seeks to create a mechanism to allow the City of Palo Alto (“City”) to leverage and apply Magical Bridge’s research-driven innovation and insight on the intersection of design and community across the City’s public spaces via a licensing and consulting agreement (“Agreement”) between Magical Bridge Foundation (“Magical Bridge”) and the City. The Agreement will grant the City the right to use Magical Bridge’s design concepts and trademarks for the creation and promotion of innovative and multigenerational playgrounds, parks, and programs thoughtfully designed to welcome Palo Alto residents of all ages and abilities to come together to play and connect.

Licensing Terms: The City of Palo Alto will be granted the right to use the Magical Bridge trademark and design concepts for the creation, promotion, and branding of its public spaces within its jurisdiction; the City will have the right to require a Magical Bridge space within its RFPs for design services and assign its rights to Magical Bridge’s design concepts to 3rd party landscape architects awarded these projects within its jurisdiction.

Design Implementation: The City or its designated 3rd party landscape architect will be required to work with Magical Bridge on projects promoted as Magical Bridge spaces to ensure the proper implementation of Magical Bridge’s design concepts, adhering to Magical Bridge’s standards for branding, layout, accessibility, and community building.

Promotion and Marketing: The City is granted the right to use the Magical Bridge trademark for promotional and marketing purposes related to thoughtfully designed playground and parks. This includes but is not limited to signage, official documentation, and online platforms.

Licensing and Consulting Fees: In consideration for the rights granted, the City agrees to pay an annual licensing consulting fee and a project specific final licensing fee for each project that reflects Magical Bridge design concepts, and that the City promotes and refers to as a “Magical Bridge Project”. The fee structure is outlined in the attached Schedule A.

Quality Assurance: Magical Bridge is committed to maintaining the quality and integrity of its brand. The City will work with Magical Bridge to ensure continuing compliance with Magical Bridge’s design standards.

Additional Opportunities Outside the Scope of this Agreement: Magical Bridge and the City may also wish to extend their relationship to provide for the continuation of Magical Bridge managing Magical Bridge affiliated programming and events, the Kindness Ambassador Volunteer program, and development of a more robust Magical Series offering within the City. Magical Series offerings are mindful of developmental rather chronological ages groups, adjusted sensory environments, and smaller classes and are held both on and off the playground. NOTE: This is further detail in the Magical Bridge – City of Palo Alto Programming Agreement Terms previously circulated.



Exhibit A

Annual Licensing and Consulting Fee: \$25,000

Project Specific Final Licensing Fee:

- Neighborhood Project, where Magical Bridge space is less than 0.5 acres: \$75,000
- Destination Project, which reflects a full Magical Bridge playground of size and scope similar to the Magical Bridge: \$150,000



THE VALUE OF UNAFF TO PALO ALTO AND THE NEED FOR CITY SUPPORT

The **United Nations Association Film Festival (UNAFF)** is an award-winning international cultural and educational festival focused on documentary films aligned with the Universal Declaration of Human Rights. Those universal rights proclaim freedoms and lack of discrimination for all people regardless of race, sex, language, religion, political opinion, or social origin, which are the basis for all the struggles we have been fighting to improve our society. The same goes for the authors, as the 2023 UNAFF program included works by **56% women filmmakers** and **60% filmmakers of color**.

- UNAFF is a well-established institution, currently in its 27th year of bringing national and international attention to Palo Alto and is frequently described as the most important ongoing cultural event in Palo Alto while reinforcing shared values between Palo Alto, East Palo Alto, and Stanford.
- It provides a variety of year-round series of events and activities, culminating in the two-week October festival.
- It is a community resource that straddles the intersection of art, education, and community engagement, as it offers to Palo Altans topics aligned with our City Council Priorities and community values as well as providing a forum for civil discourse about complex political and social issues.
- It presents an educational resource for youth and area schools, particularly on topics like civic engagement, diversity, equity and inclusion, climate change and sustainability.
- It engages marginalized groups, like seniors, disadvantaged communities, and veterans.
- It bridges the divides between racial and ethnic groups, leading to better understanding in our diverse community.
- Through its Traveling Festival, it promotes Palo Alto in other cities and countries and offers cultural connections and reinforces common values, including with Palo Alto sister cities.
- It promotes Palo Alto on the list of interesting places that filmmakers and film lovers around the world have become aware of.
- It brings guests to Palo Alto and customers to its hotels and businesses.
- It collaborates with local hotels, restaurants, local media and other local companies.
- By showcasing a cross-section of the world and its problems, it sparks diverse ideas and solutions within the local innovation economy.

- Unlike single-focus nonprofits, UNAFF is an educational and cultural platform for exploring numerous issues, collaborating with 30-40 other organizations in the area, and many others from other cities and countries, e.g. the Consulate General of Denmark in Palo Alto.
- Like other cities with film festivals, Palo Alto benefits from the positive promotion of its wider appeal beyond being the home of technology.
- It adds a cosmopolitan dimension to Palo Alto residents and workers by offering an opportunity to better understand the world.

Notwithstanding its broad contributions, UNAFF operates on a very modest budget. The support of the City of Palo Alto is essential to its programs. We would like to ask the City to continue their invaluable support for the 27th UNAFF in October 17-27, 2024 with its contribution of \$35,000 plus covering the banners on the University Avenue and waiving the cost of the screening location Mitchell Park Community Center.

In addition, we would also like to request \$20, 000 for the year-round UNAFF Palo Alto based Special Programs. This would allow us to maintain our ongoing series of free **UNAFF in Libraries** screenings and reinstate our much-demanded **UNAFF for Seniors** programs, which screens in senior centers in Palo Alto. It would also go a long way toward the free **UNAFF and Kids** and **UNAFF in Schools** programs, through which we have devoted our attention to the young and re-energize other aspects of our work which enrich our community, like **UNAFF with Veterans**, and the **UNAFF Panels** program, which provides a platform for some of the best experts addressing challenging topics. These programs were scaled back because of Covid, but now the demand has returned and we find ourselves challenged to respond to it adequately because of funding constraints.

An additional area where the city may be able to help UNAFF is lending a hand in our long-time dream to establish a permanent home in Palo Alto for a **UNAFF Documentary Film Institute**, which would be a center for workshops, conferences, presentations, collaborations, lectures, courses, research and the home to our vast **UNAFF Archive**. The **Archive**, which is now languishing in public storage, currently has 10,000 uniquely valuable films and offers a plethora of research materials for students of film, politics, environment, social issues and international relations. The **Archive** would allow access to films on a multitude of timely topics that can be presented in response to City or community requests. A space of two small rooms and potential access to a larger room for screenings would allow us the stability to fully leverage and grow UNAFF's potential through its various programs, like the **UNAFF Café**, which maintains a steady supply of interesting films and informal discussions, or the **UNAFF Women's Salon**, a forum where women can gather informally for discussions in a supportive and engaging environment.

Thank you again for your ongoing support.

ENVIRONMENTAL VOLUNTEERS
Foothills Nature Preserve Program
BUDGET 2024-2025

Project Budget Line Item	Grant Request Item Description	Request Amount to CPA	Funding Secured	Funding Pending or TBD	TOTAL
EV Outreach Intern Salary	<i>Staffing of EV Info Table @Boronda Lake</i> 5 hours/week @\$18.11/hour (max of 50 weeks)	\$4530		\$0	\$4530
Foothills Mileage Reimbursement	<i>Travel Reimbursement for Outreach Intern: 18 miles/week, 50 weeks (900 miles; ~\$603/yr)</i> <i>Travel Reimbursements for Other EV Staff: 18 miles/visit, 12 visits/yr (216 miles; ~\$145/yr)</i> Based on Std Federal Mileage Reimbursement Rate. Currently \$.67/mile	\$748		\$0	\$748
Volunteer Recruitment and Training	<i>Director of Volunteer Services</i> Recruitment and Trainings for approx 2-4 new Nature Walks volunteers each year (10 hours/yr @ \$40/hr)	\$400		\$0	\$400
Program Management	<i>Senior Education Manager</i> Create, maintain, and repair seasonal display materials (30 hours/yr @ \$40/hr)	\$1200			\$1200
Director Management	<i>Director of Programs & Partnerships</i> Manage/coordinate delivery of EV information and activities at Foothills Nature Preserve. Oversee contracts, budgets and special projects with Rangers. (50 hours/yr @ \$40/hr)	\$2000			\$2000
Program Promotion	<i>EV Staff (various)</i> Manage/coordinate video and other communications production and promotion (30 hours/yr @ \$40/hr)	\$1200	\$0	\$0	\$1200
Materials and Background Checks	Supplies to create and maintain seasonal displays and promotional materials, cost for background checks (\$40/person x 4) ~\$200 for each season	\$800			\$800
TOTAL		\$10,878			\$10,878

At this time, no additional funding has been secured for the EV Foothills Nature Preserve Programs