



City of Palo Alto

City Council Staff Report

(ID # 11376)

Report Type: Action Items

Meeting Date: 5/26/2020

Council Priority: Fiscal Sustainability

Summary Title: FY 2021 Proposed Operating and Capital Budget Wrap-Up & Municipal Code Change

Title: City Manager's Fiscal Year 2021 Proposed Operating and Capital Budget and Municipal Fee Schedule Wrap-up, and Adoption of an Ordinance Amending Section 2.04.360 of the Palo Alto Municipal Code to Allow Council Members a Salary Waiver Option

From: City Manager

Lead Department: Administrative Services

Recommended Motion

- 1) The City Council review, discuss, and provide final direction to staff in regard to the City Manager's Fiscal Year 2021 Proposed Operating and Capital Budgets and Fiscal Years 2021 Municipal Fee Schedule including the following amendments detailed below for staff to return on June 22, 2020 with the final FY 2021 budgets for City Council adoption.
 - a) Direction on use of remaining fund balance in the City's General Fund of \$839,000 including the resolution of outstanding items currently in the "short-term parking lot;"
 - b) Recommend staff return with the formal adoption of the City Manager's FY 2021 Proposed Operating and Capital Budgets as amended by the actions outlined in Attachment A, Exhibit 1 and Exhibit 2;
 - c) Recommend staff return with the formal adoption of the FY 2021 Municipal Fee Schedule (CMR # 11190)
<https://www.cityofpaloalto.org/civicax/filebank/documents/76562>
 - d) Recommend staff return with the formal adoption of the Table of Organization (Pages 339 – 356 in the FY 2021 Proposed Operating Budget) as amended by the above actions;
 - e) Recommend staff return with the formal approval of the FY 2021 – FY 2025 Capital Improvement Plan as revised through Attachment A, Exhibit 2;
- 2) The City Council adopt the Ordinance (Attachment C) Amending Section 2.04.360 of the Palo Alto Municipal Code to Allow Council Members a Salary Waiver Option. *A regular*

majority vote is required to approve this ordinance which becomes effective 30 days after the second reading and final adoption.

Executive Summary

This memorandum summarizes changes to the City Manager's Fiscal Year 2021 Proposed Budget through Budget Hearings with the City Council, includes additional information regarding the Fiscal Year 2021 Proposed budget, brings forth refined actions to revise the Fiscal Year 2021 Proposed Budget (replacing actions described in CMR 11322), and responds to questions raised by the City Council during the budget hearings.

The report is organized by the following sections:

1. Proposed Operating Budget Revisions (Attachment A, Exhibit 1)
2. Proposed Capital Budget revisions (Attachment A, Exhibit 2)
3. City Council Parking Lot Items including short term parking lot items for Council consideration and direction and items recommended in the rebalancing strategy
4. Additional information about the proposed budgets including the public safety building, public online survey results, and management contributions
5. Municipal Fee Schedule revisions
6. Recommended Ordinance: Councilmember Salary Waiver (Attachment C)
7. Summary of City Council Review of the FY 2020-2021 Proposed Budget (actions, reference and future potential referrals)

On May 4, the City Council provided direction to staff to assume a more conservative revenue estimate reflecting a loss of \$39 million in General Fund tax revenues in FY 2021, reflecting on the severity of the current public health emergency and its impacts on the City's financial situation. In a series of public hearings last week, the City Council reviewed the FY 2021 Proposed Operating Budget along with City Manager's Report #11322 and other materials and provided tentative approvals, changes, and areas for further follow up. Staff has compiled all the feedback gained, and through this staff report has refined the City's budget balancing strategy including reduction proposals.

Overall, the City's General Fund is recommended to have \$196.8 million in revenues and \$195.9 million in expenses, leaving a surplus of \$839,000. These funding levels reflect a nearly 20 percent reduction from the FY 2021 Proposed Budget (released on April 20) and a 15 percent reduction compared to the FY 2020 Adopted Operating Budget.

Through this recommended balancing strategy, the City has been forced to prioritize essential services and pare back discretionary services. However, the recommended balancing strategy ensures that the City continues to proactively pay for long term liabilities, continues capital investments in our most critical infrastructure, provides resources for the City to successfully adapt from 'shelter in place' to future service delivery models, and establishes funding to ensure those service delivery transitions.

Based on refined review, the City Council discussion and guidance, as well as additional time for staff to solidify recommended actions, additional adjustments are included in this recommended strategy. Most significantly, these recommendations include recognition of over \$3.0 million in expense savings because of recommended compensation reductions for Management /Professional employees, review of cost-recovery and partial restorations of services, additional costs for expected responses to the COVID-19 emergency and starting to reserve funds for outstanding liabilities.

Specifically, the City Council directed certain service restorations including staffing in Planning and Development Services, the Police Department, and Community Services Department. The Council also placed several items in the short-term parking lot for review and further information as part of this wrap-up. This recommended balancing strategy includes both Council directed changes and some of the short-term parking lot items such as restoration of hours at the College Terrace Library, increased cost recovery and restoration of teen services, Arts Center, and Children's Theater activities, and staffing to align building inspections with the business community needs. All restorations are focused on how to provide resources economically and effectively to the community while observing the limitations of the current COVID-19 pandemic imposes.

As a result, the City will focus on maintaining outdoor recreation and open space preserves providing the highest value to the community for the duration of the COVID-19 pandemic when outdoor options are critical during this time. Sworn police officers will focus on patrol and other collateral duties, while administrative procedures are completed through more cost effectively civilian staffing. All five libraries will remain open on reduced schedules - three of the five libraries will operate as "neighborhood" libraries (open 3 days a week) and two libraries will operate as "full-service" libraries (open 6 days a week).

The revised proposed Capital Improvement Fund reflects a 56 percent reduction in General Fund support or \$18.4 million in FY 2021 alone. These reductions maximize the availability of operating funds to retain services by reducing the General Fund Transfer and the General Capital Infrastructure Fund has been balanced to \$1.5 million in fund balance over the five-year period. Since last week's budget hearings, the City Manager and Director of Public Works have reviewed all General Fund projects in the proposed CIP, and confirmed that with the reduced Transfer, the remaining funding levels reflect investment in essential infrastructure. Based on this review, the revised proposed CIP provides a minimal while responsible investment in the City's essential infrastructure.

Lastly, this report brings forward an ordinance for the City Council approval that would allow Council Members to waive their salary. This requires two readings, and this item serves as the first of those required readings.

1) FY 2021 PROPOSED OPERATING BUDGET REVISIONS (ATTACHMENT A, EXHIBIT 1)

The City Council reviewed in detail the FY 2021 Operating Budget considering the May 4 direction from the City Council to assume a more conservative revenue estimate reflecting a loss of \$39 million in General Fund tax revenues in FY 2021. The City Council reviewed the FY 2021 Proposed Operating Budget along with City Manager's Report #11322 and other at places materials over the course of public budget hearings that took place May 11 through May 13 and provided tentative approvals, changes, and areas for further follow up. Staff has compiled all the feedback from these proceedings, refined costings for reduction proposals, and certain additional revisions in this staff report. This report serves as the summary of all recommended changes from the FY 2021 Proposed Operating Budget as released on April 20, 2020 for Council review on May 26, 2020. These adjustments are outlined in detail in Attachment A, Exhibit 1. Recommended adjustments include aligning the Community Development Block Grant (CDBG) Fund with anticipated CARES revenue, recognizing savings associated with proposed reductions in compensation for the Management and Professional Group, and prioritized service restorations as directed through the budget hearings. Each of these is discussed below and organized by fund type.

	General Fund				All Funds (w/ Internal Service Funds)			
	Revenues	Expenses	FT FTEs	PT FTEs	Revenues	Expenses	FT FTEs	PT FTEs
Citywide Proposed FY 2021 Budget, Released April 20, 2020	\$241,509	\$238,801	573.68	81.31	\$755,846	\$818,869	1,033.85	106.32
Adjustments to Proposed Budget as released								
<i>Revenue Adjustments</i>								
City Council Requested Major Tax Revenue								
Realignment Scenario C (CC May 4, 2020)	(38,793)				(38,793)	-	-	-
Other Economically Sensitive Departmental Revenue	(5,000)				(5,000)	-	-	-
	\$197,716	\$238,801	573.68	81.31	\$ 712,053	\$ 818,869	1,033.85	106.32
<i>Adjustments by Service Area</i>								
Neighborhood, Community & Library Services	(297)	(4,896)	(16.10)	(21.02)	(297)	(4,896)	(16.10)	(21.02)
Public Safety	1,482	(7,257)	(32.27)	(2.28)	1,482	(7,271)	(32.40)	(2.28)
Planning & Transportation	(2,127)	(3,267)	(7.30)	(1.44)	(1,833)	(2,973)	(7.30)	(1.44)
Infrastructure & Environment	-	(2,795)	(0.20)	-	(26,120)	(19,239)	(8.05)	(0.48)
Internal Services/Strategic Support	-	(2,875)	(5.90)	(0.96)	(2,736)	(5,472)	(10.40)	(0.96)
Citywide Balancing Solutions	-	(21,776)	-	-	(63,997)	(25,189)	-	-
SUBTOTAL CHANGES FROM FY 2021 PROPOSED BUDGET	(44,735)	(42,866)	(61.77)	(25.70)	(93,501)	(65,040)	(74.25)	(26.18)
	-18.5%	-18.0%	-10.8%	-31.6%	-12.4%	-7.9%	-7.2%	-24.6%
Citywide Revenue and Expenses (as of May 26th CC Discussion)	\$ 196,774	\$195,935	511.91	55.61	\$618,552	\$753,829	959.60	80.14
Net Surplus/(Deficit)		\$ 839						

Overall, this balancing strategy would reduce the City's staffing by 74.3 full-time positions from the FY 2021 Proposed Operating Budget level of 1,033 and 26.2 FTE of part-time staffing. In the General Fund, full-time staffing is recommended to be reduced by 61.8 positions and part-time staffing by 25.7 FTE positions.

Across all funds, after the public budget hearings last week, staff has diligently worked to refine the anticipated cost/savings estimates associated with the recommended balancing strategy proposals. These have been revised and are included in Attachment A. All changes tentatively approved by the City Council through the initial budget hearings as well as the refined costings for reduction proposals to best inform conversations about service delivery impacts are detailed in Attachment A. As such, Attachment A refines and replaces the actions described in

Exhibits 1 and 2 of Attachment A to CMR 11322, which is now out-of-date based on the additional activity and work of the past week.

General Fund

Overall, the City's General Fund is recommended to have \$196.8 million in revenues and \$195.9 million in expenses, leaving a surplus of \$839,000. These funding levels reflect a nearly 20 percent reduction from the FY 2021 Proposed Budget (released on April 20) and a 15 percent reduction compared to the FY 2020 Adopted Operating Budget. The surplus of \$839,000 may be allocated as the Council sees fit; funding could be used to offset any recommended changes or restorations of services not in the balancing strategy or could be allocated to assist in the rebuilding of the Budget Stabilization Reserve (BSR).

The recommended balancing strategy ensures that the City continues to proactively pay for both the current pension and Other Post-Employment Benefits (OPEB) liabilities (assuming lower discount rates of 6.2 percent for funding levels), continues capital investments into our most critical infrastructure projects, provides resources for the City to successfully adapt from 'shelter in place' to future service delivery models, and establishes funding to ensure those service delivery transitions.

There is no illusion that there are significant service impacts outlined in the balancing strategy. We recognize that times are unprecedented, and the details contained in this staff report are tough choices that we would prefer not to be outlining. The City has been forced to prioritize essential services and pare back discretionary services. The City acknowledges that many of these discretionary services have contributed to the unique character of the Palo Alto community. From a citywide standpoint, these service level reduction options include creative strategies, changes in how we approach City services and different staffing models, and efficiencies, where possible. However, service impacts are unavoidable when more than 60% of the City's General Fund budget is attributed to the outstanding workforce delivering the City's services every day.

During Budget Hearings on May 12 and May 13, the City Council took tentative actions that impacted the FY 2021 Proposed Operating Budget by majority vote. They also moved by 3 votes to place certain follow-up items in a "short-term" or "long-term" parking lot. Both are outlined later in this memorandum. A brief discussion of those tentative actions that amended the strategies outlined by staff are included here; detailed information on the transactions can be found in Attachment A (Revisions to FY 2021 Proposed Operating and Capital Budget). At the beginning of the Budget Hearings, it was anticipated that there would be approximately \$930,000 in savings in the General Fund that the City Council could guide the allocation of. In this revised strategy, there is \$839,000 remaining for City Council deliberation and further direction.

Changes Tentatively Approved by the City Council

On May 12, 2020 the City Council voted to eliminate the remaining FY 2021 City Council Contingency (\$95,000) and the Innovation and Special Events Contingency (\$50,000). These yielded net savings of \$145,000. (The City Council Contingency was adjusted from \$125,000 to \$95,000 in CMR # 11322). The City Council also voted to reduce the General Fund Transfer to the Capital Improvement Fund from \$7.6 million to \$6.0 million, and to contribute that saved \$1.6 million to the Section 115 Pension Trust (PARS) Fund. The actions taken in the Capital Improvement Fund to generate these savings are shown below in Staff Recommended Changes to the Capital Improvement Budget.

On May 13, 2020, the City Council voted to delay the opening of the Junior Museum and Zoo from October 2020 to March 2021 and to charge an \$18 entrance fee, expected to save \$224,000. They also voted to restore the Long-Range Planning and Housing Program, which would cost \$273,823.

The City Council directed staff to find another \$1.0 million in one-time Capital Improvement Program savings in FY 2021, with the intent to further lower the transfer from the General Fund to the Capital Improvement Fund. On May 13, 2020 the City Council directed staff to explore the restoration of \$1.0 million in services for Police and CSD, using 60% and 40%, respectively, of that \$1.0 million. The actions taken in the Capital Improvement Fund to generate these savings are shown below in Staff Recommended Changes to the Capital Improvement Budget.

At the end of the Budget Hearings, approximately \$1.0 million in savings was anticipated in the General Fund, which could be used to modify the service delivery levels contemplated in the FY 2021 Proposed Operating and Capital Budgets most likely to be addressed through the outstanding items in the “short-term parking lot.” The transactions described above, including some restoration of items in the “short-term parking lot,” are detailed in Attachment A – Revisions to FY 2021 Proposed Operating and Capital Budgets, which replaces CMR 11322 as the authoritative source of modifications to the Proposed Budgets. This reflects the overall revised surplus of \$839,000.

Additional Changes Recommended

Based on refined review, the City Council discussion and guidance, as well as additional time for staff to solidify recommended actions, several additional adjustments are included in this recommended FY 2021 balancing strategy. Most significantly, this strategy includes recognition of over \$3.0 million in expense savings because of recommended compensation reductions for Management /Professional employees, review of cost-recovery and partial restorations for various Community Services and Library Department programs, additional costs for expected responses to the COVID-19 emergency and starting to reserve funds for outstanding liabilities. The section below outlines the significant changes based on staff and City Council feedback.

Compensation Reductions for Management/Professionals Group

This action recognizes savings associated with compensation reductions for the Management and Professionals Group, an unrepresented bargaining unit with employees across the organization. This 15 percent compensation reduction is anticipated to generate \$3.5 million in savings in the General Fund and approximately \$5.4 million in all funds. The City continues to work with its represented bargaining groups to proactively address and mitigate potential service delivery impacts and adverse personnel impacts. Details on this proposed change are provided in section 4, “Additional Information” later in this report.

Service/Funding Restorations

Through the City Council Budget Hearings, certain service restorations were directed by the City Council either through action or through inclusion in the short-term parking lot. Some of these (including Community Services and Library’s College Terrace as well as Building and Fire Inspections) are discussed in the ‘short-term parking lot’ section elsewhere in this memorandum. The City Council also directed that \$1.0 million be spent on service restorations in the Police Department (\$600,000) and the Community Services Department (\$400,000). Based on this City Council guidance, as well as additional staff work in anticipation of the recovery efforts because of COVID-19, the following service restorations are included in the recommended balancing strategy:

- *Police:* Service restorations prioritize efficiently reinstating resources to ensure sworn officers can be focused on patrol and other collateral duties while all administrative procedures are completed more cost effectively by civilian staffing. As such, it is recommended to reinstate staffing in the Information Management, Animal Services, and Investigations divisions. With this funding, regular lobby hours and the processing of requests for data or reports will resume, animal control services will comply with contractual obligations to other jurisdictions, and property and evidence services (including lost/found property follow-up) will be maintained by civilian staffing. These potential gaps in service will no longer be filled by Police Officers on an ad hoc basis so they can stay focused on emergency response. potential gaps in service will no longer be filled by Police Officers on an ad hoc basis so they can stay focused on emergency response.
- *Community Services Department:* Service restorations focus on resources that will provide the highest value the community for the duration of the COVID-19 pandemic, outdoor recreation and open space preserves. These resources are immensely popular with our community, hosting approximately 845,000 visits in FY 2019, and safe outdoor recreation will remain in high demand as we continue to follow social distancing protocols. Originally in CMR # 11322 staff proposed eliminating funding for contracted rangers that patrol, empty trash receptacles, and close open spaces to the public at night. In response to Council’s motion to restore services staff proposes retaining approximately 25% of contracted ranger services, which will be leveraged to maintain these services in part. Other service restorations include approximately \$250,000 of the

park maintenance contract, which represents a 25% reduction, as opposed to the 50% originally brought forward in CMR # 11322. A 25% reduction in this contract will moderately reduce aesthetic maintenance such as clearing of weeds, while continuing to prioritize safety-focused maintenance.

- *Library Department:* Staff recommends all five (5) Library branches remain open, however, with reduced operating hours at each location. This contrasts with the prior proposal which reduced hours and operations at select libraries. This action recommends three of the five libraries operate as “neighborhood” libraries (open 3 days a week) and two of the five libraries operate as “full-service” libraries (open 6 days a week). Staff is also prepared to discuss with the City Council an alternative method of increasing neighborhood access to library materials beyond limited branch hours.
- *Preparations for COVID-19 Recovery and Return:* In light of the changing landscape of this public health emergency and the guidelines set out by the State of California and Santa Clara County, staff is recommending funding of \$1.2 million in FY 2021 to support continued responses to these efforts. Funding will assist in providing the continued daily updates and coordination with residents and the business community; partial funding for the current unfunded request for contact tracing employees; and workplace alterations to address new social distancing and physical environment requirements. Lastly, to ensure our teams are equipped to address the expected changes in services delivery, it is recommended that we retain the current replacement cycle for computers, since they are used by most employees daily, instead of extending it to 5+ years and that staffing be restored in the City Clerk’s Office, which remains critical to running virtual public meetings for the organization. The virtual meetings are a key component to our public work.
- *Reserve for Liabilities:* Establishment of a litigation reserve of \$1.25 million is included in keeping with the City’s practice of proactively setting aside funds for dispute resolution.

Enterprise Funds

Changes Tentatively approved by the City Council

Through the City Council’s discussions of FY 2021 rate adjustments in the Enterprise Funds, the City Council voted to approve the following rate adjustments

- 0% rate change for Wastewater (recommended by Utilities Advisory Commission (UAC) and Finance Committee);
- 0% rate change for Water (recommended by UAC and Finance Committee);
- 2.5% CPI increase for Fiber (recommended by UAC and Finance Committee)
- 0% rate change for Electric (recommended by Finance Committee)
- 0% rate change for Refuse
- 2.5% CPI increase for Stormwater (recommended by Finance Committee)

- 2.0% rate increase for Gas (a reduction from the Finance Committee recommendation of 3%)

Due to the COVID-19 pandemic, Council aimed to provide economic relief for residential and commercial customers by directing staff to keep rates flat without compromising the safety and integrity of the utility systems. pandemic, Council aimed to provide economic relief for residential and commercial customers by directing staff to keep rates flat without compromising the safety and integrity of the utility systems.

Council approved of the 2.5% CPI increase for Fiber to enable the City to expand the dark fiber network for new commercial and residential customers. Consistent with the 2017 Storm Water Management Fee ballot measure, Council also approved the 2.5% CPI increase for Stormwater to keep fund revenues consistent with inflationary cost increases and to provide sufficient funds for planned Stormwater Management capital and operating expenditures. Council approved a 2.0% increase for Gas to enable continuation of the cross-bore safety inspection program and PVC gas main replacement project.

Other Funds

Community Development Block Grant (CDBG) Alignment (CARES Act Funding)

This action recognizes revenues associated with a grant received from the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) in the CDBG Fund, offset by a corresponding increase in expenses. This funding will be used for rent relief, food assistance, and COVID testing and equipment as outlined in the revised funding plan approved by the Finance Committee on May 5, 2020 ([CMR 11148](#)).

2) FY 2021 PROPOSED CAPITAL BUDGET REVISIONS (ATTACHMENT A, EXHIBIT 2)

General Capital Improvement Fund

Since last week’s budget hearings, the City Manager and Director of Public Works have reviewed all General Fund projects in the proposed CIP, and confirmed that with the reduced General Fund transfer, the remaining funding levels reflect investment in essential infrastructure. Based on this review, the revised proposed CIP provides a minimal while responsible investment in the City’s essential infrastructure with several specific objectives:

- Reduce carryover funding to “keep up” spending on essential infrastructure rather than fall behind and require new funding sources or levels to “catch up” in upcoming years;
- Position shovel-ready projects to take advantage of the favorable construction market pricing typical of a recession;
- Minimize near-term funding of discretionary projects; and,
- Ensure a steady flow of projects that minimizes peaks and valleys in project delivery staffing needs, as this would reduce efficiency and introduce bottlenecks in productivity.

In total, the City Council tentatively approved reducing the transfer from the General Fund to the Capital Improvement Fund in Fiscal Year 2021 by \$2.6 million. Of this amount, \$1.6 million was allocated for the Section 115 Pension Trust (PARS) Fund, and \$1.0 million to restore services for the Police and Community Services Departments, using a 60% and 40% allocation, respectively. To generate these savings in the Capital Improvement Fund a number of projects are recommended to be reduced as shown in the table below.

Project	Fiscal Year	Funding Adjustment
Downtown Parking Garage (PE-15007) expense reduction Cancellation of current design contract	FY 2020	(\$1.0 M)
Sidewalk Repairs (PO-89003) expense reduction Current year estimated savings to reduce reappropriation to FY 2021	FY 2021	(\$0.7 M)
Byxbee Park Completion (PE-18006) expense reduction Current year estimated savings to reduce reappropriation to FY 2021	FY 2021	(\$0.3 M)
Off-Road Pathway & Repairs (OS-09001) expense reduction Current year estimated savings to reduce reappropriation to FY 2021	FY 2021	(\$0.2 M)
Americans with Disabilities Act Compliance (PF-93009) expense reduction Current year estimated savings to reduce reappropriation to FY 2021	FY 2021	(\$0.2 M)
Dog Park Installation & Restoration (PG-18001) revenue increase Recognize impact fees to align with project expenses	FY 2021	(\$0.2 M)
Total Adjustments		(\$2.6 M)

Various Capital Improvement Funds

Because of the October 2014 change to the Municipal Code, City Council authorization is now required for reappropriation of funds for capital projects from one fiscal year to the next. The FY 2021 budget process continues this procedure with the FY 2021 Proposed Capital Budget including approximately \$64.3 million in reappropriated funds for project expenditures across all funds. In the time since the FY 2021 Proposed Budget figures were developed (early spring of 2020), departments have re-reviewed current year estimates and the reappropriation amounts built into the proposed Capital Improvement Plan (CIP). Additional reappropriation adjustments are recommended as part of this wrap-up memorandum to update the FY 2021 Capital Budget with current, more refined estimated activity levels in Fiscal Year 2020.

Cumulatively, this re-review of projects has resulted in staff's recommendation to increase the Fiscal Year 2021 Capital Budget by a net total of \$23.7 million, from \$288.7 million to \$312.4 million, and are recommended in the following funds:

Fund	Recommended Additional Reappropriation from FY 2020 to FY 2021
Capital Improvement Fund	\$1,118,216
Electric Fund	\$3,407,815
Fiber Fund	\$775,000
Gas Fund	(\$250,001)
Stormwater Management Fund	\$5,000
Technology Fund	(\$35,463)
Wastewater Collection Fund	\$1,057,424
Wastewater Treatment Fund	\$13,366,025
Water Fund	\$4,244,357
Total All Funds	\$23,688,373

In total, reappropriations of an estimated \$88.0 million are above those assumed in the FY 2020 Adopted Capital Budget of \$71.4 million. These adjustments, as outlined by project in Attachment A, Exhibit 2, are combined with adjustments previously outlined to reprioritize project funding and timelines in the Capital Budget and the five-year CIP as a result of reductions in the transfer from the General Fund and lower overall Transient Occupancy Tax (TOT) revenues dedicated by Council for infrastructure improvements. These adjustments ensure that funds will be available at the onset of Fiscal Year 2021 to continue infrastructure improvement work across the City and address critical “keep up” work while minimizing the increase to a “catch-up” backlog that would need to be addressed in future CIP planning. The General Capital Improvement Fund Revised 2021-2025 CIP Source and Use is also included as Attachment B to display all of the changes to the Capital Improvement Fund from the FY 2021 Proposed Capital Budget.

3) CITY COUNCIL BUDGET PROCESS ‘PARKING LOT’ SUMMARY

Throughout the Budget discussions, the City Council has requested certain items be placed in the “short-term parking lot.” These are items for which the Council either wished to revisit funding levels or asked for additional information. Several items were already responded to as part of the budget deliberations and provided in various places memorandum. The remaining outstanding items have been outlined below. They are organized by the areas that are already included in the overall balancing strategy discussed earlier in this report and by the items that still need City Council review, deliberation, and potential action.

Short Term Parking Lot Items for Council Consideration and Direction

During the City Council budget hearings, the City Council voted to place items in the “short-term parking lot” for staff to return with additional information or to revisit as part of the final balancing. Staff has outlined these items with additional information or a reminder of the action the City Council took for further deliberation. Should the City Council wish to restore or adjust the funding levels of any of these items, a majority vote from the Council would be necessary.

Strategy to manage attrition in Police and Fire

The Police and Fire budgets reflect the elimination of 21 sworn positions necessary to balance the budget (one of these position reductions is outlined in the FY 2021 Proposed Operating Budget released on April 20, 2020, the remaining 20 are outlined in Attachment A). Of the 21 sworn positions, 7 positions are currently vacant and the balance of 16 positions are filled and would require the layoff of recently-hired police officers and firefighters. Sworn personnel are required to be laid off in accordance with union rules, which means those with the least seniority will be laid off based on hire date. It typically takes over one year to train for police and fire sworn positions to be fully operational. As such, the City has invested a significant time and hundreds of thousands of dollars to hire, equip and train the sworn personnel who would be lost to layoffs. Police and Fire departments typically experience turnover from separations and retirements, which result in vacant positions throughout the year. If the typical attrition in Police and Fire could occur for an additional six-month period, the City would hope to avoid layoffs for these recently-hired employees. Based on this six-month period, staff estimates that managing separations through attrition could cost between \$500,000 and \$1.5 million, depending on the timing of attrition in the six-month period. These costs are currently not included in the recommended balancing strategy and would require a majority vote from the City Council to be added.

Revisit funding for the Transportation Management Association (TMA)

On May 13, 2020 the City Council moved that the Transportation Management Association (TMA) annual funding of \$750,000, funded by the University Avenue Parking Fund, be revisited as part of the “short-term parking lot.” Annually the City contracts with the TMA and this budget continues current funding levels from FY 2020 to FY 2021. Regardless of the funding set aside, the City manages funding of the TMA through the contract with the TMA which would require an amendment, approved by the City Council, for this coming fiscal year. As part of the contractual agreement with TMA, an annual report must be provided. The most recent annual report has been released as an information item to the City Council in [City Manager’s Report 11307](#) This funding was included in the FY 2021 Baseline Budget and remains included, subject to further discussion and direction from the City Council. At the time of the printing of this report, the TMA is reviewing its funding request and has indicated it will be reducing its requested funding considering the current financial circumstances the City faces in the wake of COVID-19.

Revisit funding for City Council minutes transcription (\$35,000)

On May 13, 2020 the City Council moved to revisit funding for City Council minutes transcription to the “short-term parking lot.” This funding was reduced through the actions detailed in City Manager’s Report #11322 as part of the overall balancing strategy and remains included as a reduction in Attachment A pending further discussion and direction from the City Council. It would require a majority vote from the City Council to be restored.

Revisit funding for cost of printing City Council materials (\$35,000)

On May 13, 2020 the City Council moved to revisit funding for printing City Council materials to the “short-term parking lot.” This funding was eliminated through the actions detailed in City Manager’s Report #11322 as part of the overall balancing strategy and remains included as a reduction in Attachment A pending further discussion and direction from the City Council. It would require a majority vote from the City Council to be restored.

Revisit funding for YCS Youth Connectedness Initiative (\$50,000)

On May 13, 2020 the City Council moved to revisit funding for the YCS Youth Connectedness Initiative to the “short-term parking lot.” This funding was scheduled for elimination beginning FY 2021 through the actions City Council approved in the FY 2020 Adopted Budget and actions reviewed in City Manager’s Report #11322 as part of the overall balancing strategy but because of Council’s interest in continuing to support this program, staff have brought back a proposal to provide \$25,000 in funding. It would require a majority vote from the City Council to be fully restored at an additional cost of \$25,000.

Short Term Parking Lot Items Included in the Recommended Balancing Strategy (outlined in Attachment A)

During the City Council budget hearings, the City Council voted to place certain items in the “short-term parking lot” for staff to return with revised strategies for reinstatement of some services. Based on the City Council discussion and guidance as well as staff’s review of resources and service delivery models, the below items were reviewed and restored as part of the recommended balancing strategy and are included in Attachment A. Should the City Council wish to adjust these service levels, a majority vote from the Council would be necessary, however, if the City Council agrees with these changes in service, no action is necessary.

Revisit funding through additional cost recovery and/or partial funding for teen services (\$400,000), Art Center (\$400,000), College Terrace Library (\$168,000), Baylands Interpretive Center (\$22,000), and Children’s Theater (includes restoration and/or rebalancing of library hours)

On May 13, 2020 the City Council moved that staff revisit funding through additional cost recovery and/or partial funding teen services, Art Center and Children’s Theater, College Terrace Library and Baylands Interpretive Center as part of the “short-term parking lot”. Staff have developed a plan to address each of the items included in this motion, which is briefly discussed below. These program restorations have been included as part of the recommended

balancing actions as detailed in Attachment A. The Council need not take specific action on these items if in agreement, only if they wish to change the restorations outlined below.

- *Teen Services:* Staff proposes increasing cost recovery and recognize approximately \$43,000 in new revenue from participation and membership fees (such as a \$10 monthly membership fee for The Drop teen center at Mitchell Park) and \$30,000 in new donations to support teen services, this is offset by adding \$200,000 in programming expenses. The services proposed to continue are: Teen Advisory Board, Palo Alto Youth Council, Recreation Counselor in Training (CIT) Program, MakeX, Art Center Teen Leadership Group, Teen Arts Council, Think Fund, and re-opening The Drop teen center in January 2021. This action includes retaining programming funded by Bryant Street Garage lease revenues.
- *Art Center/Children's Theater:* Staff proposes to increase cost recovery at the Art Center and recognize new revenue from participation fees for workshops and programs and entry fees for an annual juried exhibition. This proposal maintains partial capacity for exhibitions, school programming support, and visual arts, and still maintains classes and camps for youth and adults and studio classes. Staff proposes limited expense restorations for Children's Theater that would allow two core productions and up to nine smaller productions per year. This proposal continues to contemplate reduced ticket sales, class, and camp revenue due to social distancing protocols limiting group sizes. revenue due to social distancing protocols limiting group sizes.
- *Baylands Interpretive Center:* Staff proposes restoration of approximately 50% of public open hours and \$7,000 in commensurate expenses. Staff are also actively reaching out to community and non-profit partners to leverage public support to fully restore operating hours.
- *College Terrace Library:* Staff proposes keeping all five (5) Library branches open, however, with reduced operating hours at each location. This is in contrast to the prior proposal which reduced hours and opening at select libraries. This action reduces:
 - Neighborhood Libraries – Children's, College Terrace, Downtown –to operating three (3) days per week; and
 - Full-Service Libraries – Mitchell Park, Rinconada –to six (6) days per week, with Rinconada Library closing at 6pm every day.

This will result in Children's Library transitioning from a Full-Service library to providing Neighborhood Libraries level of service, which includes fewer programs and special events, such as service levels at the Downtown Library. Library staff will rotate through branches ensuring adequate coverage and support.

Revisit funding for Building Inspection and Fire Inspection Budget Adjustments

On May 13, 2020 the City Council moved to revisit adjustments to the Building and Fire Inspection Budget proposal as part of the “short-term parking lot.” In City Manager’s Report #11322, staff recommended a reduction in consultant inspection services by 50 percent and staffing resources in the Fire Inspection division that would result in longer wait times and an inability to provide next day inspection services. In this report, staff recommends supplementing the existing proposal with the elimination of 1.0 Planning Manager and addition of 2.0 Building Inspector Specialists (1.0 on a one-year limited term). The additional inspection staff will reduce the impact to customer service and development progress. The duties of the eliminated Planning Manager will be consolidated with existing management staff within the department.

Short Term Parking Lot Items Already Addressed by the Council and/or Staff

During the City Council budget hearings, the City Council voted to place certain items in the “short-term parking lot.” The list below is reflective of short-term parking lot items that have already been addressed throughout the Budget Hearings. These materials have all been posted on the City’s budget website and can be found at www.cityofpaloalto.org/budget

- Summary of Cubberley lease finances
- List of current City leases and the \$/sq. ft
- Revised General Fund budget reconciliations
- Detailed funding for the new Public Safety Building (revenues and expenses)
- Updated Library Statistics
- Additional information regarding teen services
- Revisit CIP reductions (the City Council took an action to request staff find an additional \$1M in General Fund dollars as outlined above in this report)

4) ADDITIONAL INFORMATION PERTAINING TO THE FY 2021 PROPOSED BUDGET

During the City Council budget hearings, requests for additional information were made by the City Council. This section addresses the City Council’s requests regarding the Fiscal Year 2021 Proposed Budget as well as additional information that may be of assistance to Council in their decision-making process.

Public Safety Building Capital Project

The COVID-19 emergency informs the context of staff’s recommendation to proceed with the Public Safety Building (PSB) project. This is a volatile time for the construction market, and staff is positioning the PSB project to leverage the market conditions should it be advantageous. The three principal variables to consider are shovel-readiness, bidding strategy, and financing strategy.

Shovel-readiness: It is important to complete the remaining pre-bid work on the project so that it is “shovel-ready” and can be bid at the most opportune time. The design team is currently addressing plan review comments from the second round of plan review and expects the bid documents to be complete by mid-June. The design team is currently addressing plan review comments from the second round of plan review and expects the bid documents to be complete by mid-June.

Bidding strategy: Construction market impacts in the current economy may provide an opportunity for lower bids on the PSB project. It is important that bids are received from contractors who have the experience and capability to successfully deliver the project. A prequalification process completed in early 2020 resulted in prequalification of two contractors. Staff is considering reopening the prequalification with a goal of receiving additional prequalification packages from other contractors who meet qualifications but were uninterested in participating during the earlier process. These contractors may now have fewer upcoming opportunities and decide to participate in the PSB bidding process.

Staff is monitoring the construction cost environment to determine when to bid the PSB project. It is not possible to predict when costs will be at their lowest, but staff will monitor regional trends and bid prices received on other projects. It is also possible to “test the market” with bids and use the bids received as a decision point.

Financing strategy: PSB construction in the proposed FY 2021 capital budget is funded through Certificates of Participation (COPs). Debt service on the PSB COPs is budgeted to begin in FY 2022, and to be funded by Transient Occupancy Tax (TOT) revenues. Current TOT revenue estimates in the proposed budget are sufficient to fully support the combined debt service for the PSB and the California Avenue Parking Garage by FY 2023, but staff acknowledges the risk in relying on future TOT revenues to support debt service at this time. Staff may also consider capitalized interest as part of the debt issuance which would delay the start of debt service payments to FY 2024 if necessary. Lower than forecasted TOT revenues could require future reprioritizing of the CIP. Additionally, staff needs to do further evaluation of the current economic climate on the market for COPs. This will include taking the proposed COPs to the rating agencies to obtain updated information on financing costs that will inform the decision of whether to proceed or to delay bidding, and the City Council will have the opportunity to determine whether to proceed.

In summary, staff is aware of the factors involved in proceeding with the PSB and is developing a strategy that involves bringing the project to the “shovel-ready” point very soon, while analyzing the construction market and financing implications to determine the best timing for bidding the project.

Public Survey Results

The City launched an online survey to gain community feedback on the City’s budget discussions underway. Open from May 5 to May 13, the online survey had several goals including informing the community on the City’s budget discussions underway, gaining input on City Service Area priorities as the Council weighed service level reductions and requesting additional feedback on City services important to the community overall. Over that period, the City received 1369 visits to the online survey portal with over 990 specific responses. The chart below provides the input received, reflecting the top three City Service Areas as Public Safety, Neighborhood, Community and Library Services and Infrastructure and Environment. Go [here](#) for the full report including all community comments received.

How would you prioritize the City’s six service areas? The more dots you assign to a service area, the higher a priority it is for you.



Management Contributions

For unrepresented Management and Professional employees, the City Manager is recommending a reduction equivalent to 15% compensation. The reduction includes 26 furlough closure days (one furlough closure day every two weeks), for a total of 208 furlough hours for the year.¹ Management and Professional salaries will also be frozen, which means cost of living increases, merit awards, and in-range adjustments will not be granted. Management and Professional employees will also contribute \$1,250 (equivalent to approximately 0.5% of salary) from their flexible management benefit, which is an IRS Section 125-complaint allowance. This benefit provides reimbursement for dependent care assistance for children under age 13 or other dependents incapable of self-care, medical flex spending for non-covered medical expenses, 457 savings accounts, job-related professional development expenses or health and wellness activities.

¹ Due to layoffs, the elimination of hourly support staff and service changes due to COVID-exposure adjustments, it will be necessary to close non-emergency facilities for scheduled furlough closure days. Given the minimal staffing levels, it is not feasible to absorb furlough hours in a manner that ensures the health and safety of services to the community, unless service hours are reduced.

As announced at the City Council meeting on May 18, City Manager Ed Shikada voluntarily offered a reduction of 20% in his compensation as a contribution towards addressing the City's fiscal challenge for next fiscal year. The reduction includes 26 days of furlough, which is equivalent to 10% compensation, a salary freeze (valued at 4.5% based on historical adjustments of City Manager pay), and a contribution of \$1,250 (equivalent to approximately 0.5% of salary) from his management flexible spending account. In addition to the furlough, salary freeze and flex spending contribution, the City Manager is donating 100 hours from his leave balance (equivalent to 5% of his salary). The City Manager's leave will be converted to a donation bank for employees who do not have leave hours. City Attorney Molly Stump has voluntarily offered a reduction of 15% in compensation, including 26-days of furlough, a voluntary salary freeze, and a reduction of \$1,250 from her management flex spending account.

Restated Department Reconciliation Tables for General Fund

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. That provided these at the May 13th Council meeting. However, in the spirit of the request, staff has once again updated these tables and attached a version current to the actions recommended in this memorandum. These revised 'Budget Reconciliations' are Attachment D. It is anticipated that they will help clarify the additional actions after the FY 2021 Proposed Budget. 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 are for presentation and information only and present the information transmitted in the FY 2021 Proposed Budget and in this staff report in one place for ease of reference as the Council continues conversations about the FY 2021 Budget.

5) FY 2021 MUNICIPAL FEE SCHEDULE REVISIONS

On May 12, 2020, the City Council reviewed the FY 2021 Proposed Municipal Fee Schedule and tentatively approved it as outlined in City Manager's Report [#11190](#). In addition to that report, the City Council reviewed the impacts of various proposed changes in the delivery of services and most specifically, reviewed the plan for the reopening of the Junior Museum and Zoo (JMZ) as outlined in City Manager's Report [#11222](#), and further amended by the At Places memorandum released on May 12, 2020 which can be found [here](#). As a result of the recommended changes in cost recovery of various Community Service programs and discussed as part of the City Council's direction to explore funding through additional cost recovery and/or partial funding for various Community Services programs, a new fee and a few fee revisions are recommended. The changes outlined here are the summary of all changes recommended in addition to those outlined in the FY 2021 Proposed Municipal Fee Schedule presented in CMR #11190.

The additional fee revisions can be found in the Community Services Department as follows.

NEW FEES:

Department	Fee Title	FY 2021 Proposed Fee	Cost Recovery Level
Community Services	Teen Center Monthly Membership Fee	\$10.00 each	Low
Community Services	Ticketed Admission Fee (JMZ)	\$2.00 - \$24.00 per person	High (est. 85%)
Community Services	Family Membership (JMZ)	\$150.00 - \$430.00 each	High (est. 76%)

To provide some cost recovery of teen programming, a new fee is recommended for membership to the Teen Center, The Drop, at Mitchell Park: \$10 monthly membership fee. Note, The Drop is currently anticipated to be closed through December 2020 due to COVID-19. The Drop is currently anticipated to be closed through December 2020 due to COVID-19.

In anticipation of the opening of the new Junior Museum and Zoo (JMZ) staff expects to implement both admission fees as well as membership fees. The above new fees provide ranges and articulate the estimated cost recovery level of the JMZ at these prices. It is expected that these fee ranges will enable both a resident and a non-resident rate for these charges as well as other rate offerings as outlined in the [JMZ staff report](#) and [presentation](#) made on May 12, 2020. Currently the JMZ is not expected to reopen until March 2021.

CHANGED FEES:

Fee Title	FY 2020 Adopted	FY 2021 Proposed	% Change	Justification
Administration Fee Per Registration	\$0.00 - \$29.00 each	\$0.00 - \$50.00 each	72.41 %	Staff recommendation

To increase cost recovery levels and restore some programs most specifically at the Palo Alto Art Center, administration fee per registration is recommended to be increased from \$0-\$29 each to \$0-\$50 each. This fee will be used for teen workshop and leadership program fees (estimated at \$50) and juried exhibition entry fee (estimated at \$35) which is assessed when participants enter a piece in an art competition hosted by the city. teen workshop and leadership program fees (estimated at \$50) and juried exhibition entry fee (estimated at \$35) which is assessed when participants enter a piece in an art competition hosted by the city.

6) RECOMMENDED ORDINANCE: COUNCILMEMBER WAIVER OF COMPENSATION

In response to the significant budgetary impacts and resource constraints that the City is currently facing, some Councilmembers have inquired if they could stop receiving their City salary during the crisis. Currently, the Municipal Code section 2.04.360 mandates a salary of \$1,000 per month for Councilmembers. To address Councilmembers' inquiries, staff recommend the amendment provided as Attachment C to this report, which would add language allowing Councilmembers to voluntarily waive part, or all, of their salary in line with general state law. Since there are no changes proposed to the amount of Councilmember salaries, this ordinance would take effect 30 days after the second reading and final adoption.

7) SUMMARY OF CITY COUNCIL REVIEW OF FY 2021 PROPOSED BUDGET (ACTIONS, REFERENCE, AND FUTURE POTENTIAL REFERRALS)

City Council Tentative Motions and Materials Distributed (Actions and Reference Materials) Action minutes to the City Council budget hearings are not yet available at the time of this memorandum's printing. It is anticipated that Action Minutes will be transmitted At Places for the May 26th Wrap-Up Meeting. Through the City Council Budget Hearings, various memoranda were distributed At Places to respond to inquiries made by the Council, provide additional pertinent information at staff's behest, or recommend amendments to the FY 2021 Proposed Budget. In addition, presentations were provided at each hearing providing high level overviews of each item. Specific meetings and reference links to materials from those meetings are outlined below.

May 11, 2020 City Council Meeting – Overview

Presentations:

<https://www.cityofpaloalto.org/civicax/filebank/blobdload.aspx?t=72973.7&BlobID=76618>

Video: https://youtu.be/_QHKjfshr08?t=11887

At Places and Other Relevant Memorandum:

- CMR 11322 <https://www.cityofpaloalto.org/civicax/filebank/documents/76585>
- Procedural Guidelines for City Council Consideration
<https://www.cityofpaloalto.org/civicax/filebank/documents/76600>

May 12, 2020 City Council Budget Hearings – Overview, General Fund Capital Budget, Public Safety, and Community Services

Presentations:

<https://www.cityofpaloalto.org/civicax/filebank/blobdload.aspx?t=64205.87&BlobID=76664>

Video: <https://www.youtube.com/watch?v=f3ay8sryy2k>

At Places Memorandum:

- Junior Museum and Zoo Adjustments for Municipal Fees
(<https://www.cityofpaloalto.org/civicax/filebank/blobdload.aspx?t=48356.58&BlobID=76623>)

May 13, 2020 City Council Budget Hearings – Continuation of May 12, Municipal Fee Amendments, Planning and Transportation, Infrastructure and Environment, and Government and Administration/Internal Service Departments

Presentations:

<https://www.cityofpaloalto.org/civicax/filebank/blobdload.aspx?t=61002.64&BlobID=76659>

Video: <https://www.youtube.com/watch?v=WOfjH1sLreM>

At Places and Other Relevant Memoranda:

- Additional Information: City’s List of Lease Information, Cubberley Information, Library Statistics and Bryant Street Garage and Teen Programming
<https://www.cityofpaloalto.org/civicax/filebank/blobdload.aspx?t=60199.74&BlobID=76655>
- Municipal Fees CMR #11190
<https://www.cityofpaloalto.org/civicax/filebank/blobdload.aspx?t=59261.4&BlobID=76562>
- Office of Transportation, Residential Preferential Parking Program (RPP) Revisions
<https://www.cityofpaloalto.org/civicax/filebank/blobdload.aspx?t=57732.97&BlobID=76652>
- Public Safety Building Capital Project Funding and Revised General Fund Reconciliations
<https://www.cityofpaloalto.org/civicax/filebank/blobdload.aspx?t=85277.09&BlobID=76680>

Future Follow-Up (Potential Referrals)

During the City Council Budget hearings, the City Council voted to place certain items in the “long-term parking lot.” The list below is reflective of potential referral items from the Budget Hearings; if the City Council so chooses, these may be formalized as referrals for additional work from staff throughout FY 2021, as approved by a majority vote. It should be noted that these additional referrals will need to be prioritized in the context of diminished resources and adverse impacts on service delivery necessitated by the FY 2021 budgetary constraints.

1. Explore changing delivery of services from a dominant fire-oriented model to a dominant medical-oriented model
2. Add to prior Council referral to Finance Committee regarding the ROTH building; evaluate the ability to fund the ROTH Building renovations through the General Fund (not to exceed \$1 million) or impact fees, with the preference for impact fees.
3. A report or item on the JMZ and what it would look like to eliminate the General Fund Subsidy through a fully cost recoverable program.
4. Discussion of price changes and increases for employee permits in all garages and lots in the California Ave. district to be consistent citywide.

Next Steps & Stakeholder Engagement

The City Council will review a final proposed balancing strategy, on May 26 with final adoption of the FY 2021 Budget scheduled for June 22, 2020. The community is encouraged to continue to engage with the budget process through the scheduled public meetings. Meeting materials and other budget information can be found on our dedicated webpage at

www.cityofpaloalto.org/budget

Environmental Review

This is not a project under Section 21065 for purposes of the California Environmental Quality Act (CEQA).

Attachments:

- Attachment A: Exhibit 1 (FY 2021 Proposed Operating Budget Recommended Adjustments)
- Attachment A: Exhibit 2 (FY 2021 Proposed Capital Budget Recommended Adjustments)
- Attachment B: FY 2021 Proposed Operating Budget Recommended General Capital Improvement Fund Source and Use
- Attachment C: Ordinance Amending Section 2.04.360 of the Palo Alto Municipal Code to Allow Council Members a Salary Waiver Option
- Attachment D: FY 2021 Proposed Budget & CMR 11376 Revised General Fund Dept Reconciliations

**CITY OF PALO ALTO
AMENDMENTS TO THE CITY MANAGER'S FY 2021 PROPOSED BUDGET**

			GENERAL FUND				ALL FUNDS			
Department	Budget Adjustment Actions	Program	Revenue Adjustments	Expense Adjustments	Full-Time FTE Impacts	Part-Time FTE Impacts	Revenue Adjustments	Expense Adjustments	Full-Time FTE Impacts	Part-Time FTE Impacts
Administrative Services	Suspend City's Annual Performance Report This action reduces 1.0 Performance Auditor II position recently transferred from the City Auditor's Office to the Office of Management and Budget. This will require that the production of City's annual Performance Report be suspended.	Office of Management and Budget	-	(169,343)	(1.00)	-	-	(169,343)	(1.00)	-
Administrative Services	Staff Reorganization and Service Reduction This action reduces resources in the procurement division by reducing 0.5 Administrative Associate and 0.4 Contract Administrator. This action will require the review of purchasing policies and requirements to allow for efficiencies in solicitation cycle time, such as changing levels for competitive solicitations or partially decentralizing low dollar items to departments. This may result in delays, decentralization, and increased risk because of a loss in oversight of procurement processes and adherence to the municipal code. This also recognizes savings associated with reducing the Budget Director, which is anticipated to be underfilled with a Budget Manager. This will somewhat diminish the ability of the Office of Management and Budget to perform comprehensive analysis and contribute to strategic initiatives for the organization.	Purchasing	-	(185,582)	(0.90)	-	-	(185,582)	(0.90)	-
Administrative Services	Accounting and Revenue Collections Reorganization This action reorganizes resources in revenue collections and accounting, reduces customer service counter hours, increases wait times, and reduces customer service overall. Staff will explore shifting revenue collection functions to an electronic or online platform to achieve efficiencies where possible. Printing of checks will happen every two weeks, and payment inquiries from vendors and city staff will take longer to resolve. 2.0 Accounting Specialists will be reduced as a result of this action.	Accounting and Financial Reporting & Revenue Collection	-	(147,786)	(1.50)	-	-	(200,538)	(2.00)	-
Administrative Services	Printing Services This action restructures the City's printing services through a reduction in costs by approximately \$110,000. Staff is evaluating adjustments to the City's copier leases. The General Fund portion of these savings is anticipated to be approximately \$88,000 based on the allocation of printing costs across the City.	Printing and Mailing Services	-	(87,787)	-	-	(110,000)	(213,789)	-	-
Attorney	Position Reductions This action reduces 0.50 Legal Fellow in the City Attorney's Office. This will curtail prosecution of municipal citations, code enforcement support, and public records response, and lengthen response times to new initiatives.	Consultation & Advisory; Litigation & Dispute Resolution	-	(81,171)	(0.50)	-	-	(81,171)	(0.50)	-
Attorney	Travel, Training, and Supply Expense Reductions This action reduces the department's travel, training, and office supply budget from \$89,000. This will reduce the department's capacity to maintain best practices, training, and pursue professional development opportunities, limit flexibility to take on new administrative projects and duties, and reduce resources available for office work.	Business Operations	-	(47,342)	-	-	-	(47,342)	-	-

CITY OF PALO ALTO
AMENDMENTS TO THE CITY MANAGER'S FY 2021 PROPOSED BUDGET

			GENERAL FUND				ALL FUNDS			
Department	Budget Adjustment Actions	Program	Revenue Adjustments	Expense Adjustments	Full-Time FTE Impacts	Part-Time FTE Impacts	Revenue Adjustments	Expense Adjustments	Full-Time FTE Impacts	Part-Time FTE Impacts
<i>Auditor</i>	Reduction in the City Auditor's Office This action reduces resources in the City Auditor's Office equal to similar internal services reductions. At the direction of the City Council and in coordination with the Council Appointed Officer Committee, staff is currently evaluating the service delivery of the internal audit function and final impacts are to be determined.	Performance Audits	-	(165,000)	-	-	-	(165,000)	-	-
<i>Clerk</i>	Travel, Training, Supply and Event Expense Reductions This action reduces the department's travel, training, office supply, and special event budget from \$103,000. This will reduce the department's capacity to attend training and maintain best practices and professional development opportunities, limit flexibility to take on new administrative projects and duties, and eliminate all board and commission special events. The reduction associated with printed packet materials is still included pending action of that item after it was placed in the 'short-term parking lot' by the City Council.	Business Operations	-	(45,000)	-	-	-	(45,000)	-	-
<i>Clerk</i>	Contract Services Reductions This action reduces the department's contracts budget from \$254,346. Contracts being reduced include those for advertising board and commission recruitments, public noticing, radio broadcasting of public meetings, and administrative hearing officers. The reduction associated with meeting minutes is still included pending action of that item after it was placed in the 'short-term parking lot' by the City Council.	Various	-	(90,385)	-	-	-	(90,385)	-	-
<i>Council</i>	Travel, Training, Supply and Event Expense Reductions This action reduces the department's travel, training, office supply, and special event budget from \$55,000. This will reduce the City Council's capacity to travel for City business and reduce the number of special events that the Council can host.	City Council Services	-	(48,955)	-	-	-	(48,955)	-	-
<i>City Manager's Office</i>	Position Reductions This action reduces 1.0 FTE Assistant to the City Manager in the City Manager's Office. This will adversely impact the department's ability to implement, manage, or coordinate any new initiatives; work on cross-departmental priorities; respond to Council and community requests; or provide support for public outreach. This position is responsible for special projects, community engagement, and related activities.	Various	-	(218,750)	(1.00)	-	-	(218,750)	(1.00)	-
<i>City Manager's Office</i>	Travel, Training, and Supply Expense Reductions This action reduces the department's travel, training, and office supply budget from \$98,000. This will reduce the department's capacity to travel for city business such as regulatory and legislative advocacy and interagency coordination, limit flexibility to take on new administrative projects and duties, and reduce resources available for office work.	Business Operations	-	(32,000)	-	-	-	(32,000)	-	-

**CITY OF PALO ALTO
AMENDMENTS TO THE CITY MANAGER'S FY 2021 PROPOSED BUDGET**

			GENERAL FUND				ALL FUNDS			
Department	Budget Adjustment Actions	Program	Revenue Adjustments	Expense Adjustments	Full-Time FTE Impacts	Part-Time FTE Impacts	Revenue Adjustments	Expense Adjustments	Full-Time FTE Impacts	Part-Time FTE Impacts
Community Services	<p>Position Reductions This action reduces 1.0 Administrative Associate III, 1.0 Assistant Director of Community Services, 1.0 Recreation Superintendent, and 0.48 FTE in part-time staff resources. This will adversely impact the department's ability to support and respond to City Commissions and public inquiries, reduce capacity for marketing and communications, reduce CivicRec oversight and troubleshooting which could impact customers' experience, limit managerial oversight, and delay development of a therapeutic recreation plan.</p>	Various	-	(585,750)	(3.00)	(0.48)	-	(585,750)	(3.00)	(0.48)
Community Services	<p>Junior Museum and Zoo This action adjusts budgeted revenue and expenses for the new Junior Museum and Zoo (JMZ). Ticket prices are recommended to increase from \$10 to \$18, and membership rates are recommended to increase from a range of \$110-\$245 to \$150-\$430. Increased ticket and membership pricing results in increased annual revenue, but in FY 2021 revenue and expenses are also decreased based on the JMZ opening being delayed from October 2020 to March 2021. Expenses such as hiring new JMZ staff and acquiring new animals are pro-rated accordingly. With the increased ticket and membership fees, in a full year of operations the JMZ would be budgeted at 85% cost recovery. Corresponding adjustments in the Municipal Fee schedule are recommended to reflect these changes.</p>		(46,000)	(224,990)	-	-	(46,000)	(224,990)	-	-
Community Services	<p>Reduce Theater Programming and Support This action reduces programming at the Children's Theatre and reduces support for community theater productions. This action also reduces 1.0 Producer Arts/Science Program and 5.09 FTE of part-time staff resources. This reduces programming at the Palo Alto Children's Theatre (PACT) by limiting to two core productions and several smaller productions, and maintaining smaller groups for classes and camps to allow for social distancing. This action also recognizes reduced revenue for productions to reflect reduced audience sizes necessary for social distancing. Children's Theatre productions serve roughly 100 participants and bring in over 50,000 audience members annually. The Stern Community Theater is used by three local companies who produce approximately 15 productions annually. This action reduces on-site logistical support for community productions and administrative support to other City theaters.</p>	Community Theater; Children's Theater	(283,643)	(721,254)	(1.00)	(5.09)	(283,643)	(721,254)	(1.00)	(5.09)

**CITY OF PALO ALTO
AMENDMENTS TO THE CITY MANAGER'S FY 2021 PROPOSED BUDGET**

			GENERAL FUND				ALL FUNDS			
Department	Budget Adjustment Actions	Program	Revenue Adjustments	Expense Adjustments	Full-Time FTE Impacts	Part-Time FTE Impacts	Revenue Adjustments	Expense Adjustments	Full-Time FTE Impacts	Part-Time FTE Impacts
Community Services	<p>Teen Services Reduction This action reduces some teen programs and services that are likely infeasible due to continued social distancing requirements. Impacted programs include some summer camps and a temporary closure of The Drop (teen center at Mitchell Park) through December 2020. This action also recognizes additional revenue from new donations from the Palo Alto Parks & Recreation Foundation and new membership and participation fees for teen programs. This action reduces 1.0 Program Assistant I and 1.44 FTE of part-time staff resources.</p> <p>Corresponding adjustments in the Municipal Fee schedule are recommended.</p>	Teen Services	(50,000)	(201,590)	(1.00)	(1.44)	(50,000)	(201,590)	(1.00)	(1.44)
Community Services	<p>Art Center Programming Reductions This action reduces programming at the Palo Alto Art Center such as the scope of frequency of exhibitions, visual arts programming, and educational outreach, while retaining studio programs and classes for youth and adults. This action also recognizes additional revenue, which will be generated in the form of additional donations from the Palo Alto Art Center Foundation and implementation of fees to several programs/services to improve cost recovery. The Palo Alto Art Center serves approximately 120,000 people each year through programs like free art exhibitions, educational outreach including school tours for Palo Alto Unified School District, art classes and workshops, and art-based summer camps. This action includes a reduction of 0.35 Junior Museum and Zoo Educator, 0.75 Producer Arts/Science Program, 1.0 Program Assistant, and 2.16 FTE of part-time staff resources.</p> <p>Corresponding adjustments in the Municipal Fee schedule are recommended.</p>	Art Center	(4,623)	(452,084)	(2.10)	(2.16)	(4,623)	(452,084)	(2.10)	(2.16)
Community Services	<p>Community Center Reductions This action reduces operating hours by one day per week at Mitchell Park Community Center, Lucie Stern Community Center, Cubberley Community Center, and the Palo Alto Art Center. This will result in diminished services across a wide range of activities including responding to customer inquiries, scheduling facility rentals, providing class and camp programming, oversight of invoice payment, and managing custodial needs. This action reduces 2.0 Program Assistant I and 1.27 of part-time FTE staff resources.</p>	Facility Management/ Recreation	-	(282,695)	(2.00)	(1.27)	-	(282,695)	(2.00)	(1.27)
Community Services	<p>Parks Maintenance Contract Services Reductions This action reduces contracts for maintenance of parks, athletic fields, courts, roadsides, medians, City buildings, community centers, and other facilities by approximately 25%. This will moderately reduce aesthetic maintenance such as clearing of weeds, turf mowing, and playground washing, while still preserving and prioritizing safety-focused maintenance.</p>	Parks, Athletic Fields, & Courts Management; Recreation	-	(274,844)	-	-	-	(274,844)	-	-

**CITY OF PALO ALTO
AMENDMENTS TO THE CITY MANAGER'S FY 2021 PROPOSED BUDGET**

Department	Budget Adjustment Actions	Program	GENERAL FUND				ALL FUNDS			
			Revenue Adjustments	Expense Adjustments	Full-Time FTE Impacts	Part-Time FTE Impacts	Revenue Adjustments	Expense Adjustments	Full-Time FTE Impacts	Part-Time FTE Impacts
Community Services	Community Program and Event Reductions This action will reduce funding for the Know Your Neighbors Grant (KYNG) program and special events such as May Fete and Chili Cook-Off. The KYNG provides grants up to \$1,000 to dozens of community members annually for events that support community connections, such as block parties. Staff assigned to the management of these programs will be reassigned to other critical work in the department.	Special Events	(13,542)	(154,404)	-	-	(13,542)	(154,404)	-	-
Community Services	Open Space and Recreation Reductions This action reduces ranger coverage in Palo Alto Open Space Preserves and reduces public operating hours of the Lucy Evans Baylands Nature Interpretive Center by 50% (schedule TBD). This includes a reduction of 1.0 Community Services Manager and 0.39 FTE of part-time staff resources. The Interpretive Center is currently open four days per week, houses an array of science and nature exhibits, and it's a feature of the curriculum of Palo Alto Unified and Ravenswood School Districts. In FY 2019 Palo Alto's Open Space Preserves received approximately 845,000 visits. This action will result in fewer ranger patrols, delayed response to maintenance such as trail and campsite repairs, decreased capacity for litter removal and group rental site reservation support, and reduced support for science educational opportunities.	Open Space; Recreation	-	(243,905)	(1.00)	(0.17)	-	(243,905)	(1.00)	(0.17)
Community Services	Human Services Funding Reductions This action eliminates the funding provided to the Santa Clara County Reentry Resource Center and decreases funding provided to Youth Community Services' Youth Connectedness Initiative by 50%. Human services funding remains available through the Human Services Resource Allocation Process (HSRAP) which is maintained at the funding level detailed in the FY 2021 Operating Budget.	Human Services	-	(100,000)	-	-	-	(100,000)	-	-
Community Services	Middle School Athletics and Adult Sports Leagues Revenue Adjustments This action increases the participation fees for Middle School Athletics and Adult Sports Leagues by approximately 25%, from \$260 to \$325 and from \$730 to \$913, respectively. If participation remains steady, this action will generate revenue approximately commensurate with City expenses. Corresponding adjustments in the Municipal Fee Schedule are not required as both new values fall within FY 2020 adopted ranges and will remain consistent with levels in the FY 2021 Proposed Municipal Fee Schedule.	Recreation	100,521	-	-	-	100,521	-	-	-
Fire	Fire Inspection and Plan Review This action reduces staffing resources in the Fire Prevention Bureau, which will delay fire inspections, increase wait times and impact customer service overall. This proposal reduces 0.40 FTE Fire Inspector in the Fire Department with a corresponding reduction in the Planning and Development Services Department.	Inspections (PDS)	-	(93,297)	(0.40)	-	-	(93,297)	(0.40)	-

**CITY OF PALO ALTO
AMENDMENTS TO THE CITY MANAGER'S FY 2021 PROPOSED BUDGET**

			GENERAL FUND				ALL FUNDS			
Department	Budget Adjustment Actions	Program	Revenue Adjustments	Expense Adjustments	Full-Time FTE Impacts	Part-Time FTE Impacts	Revenue Adjustments	Expense Adjustments	Full-Time FTE Impacts	Part-Time FTE Impacts
Fire	<p>First Responder and Ambulance Subscriptions Fee The First Responder Fee would be charged for all EMS calls regardless of transport and would cover cost for initial response for first due engine. This fee would be assessed on insurance companies.</p> <p>The Ambulance Subscription Program is an optional fee for residents and businesses to secure co-pay free ambulance transport.</p>	Ambulance Transport Services & Emergency First Response	1,855,000	-	-	-	1,855,000	-	-	-
Fire	<p>Emergency Incident Response Services This action temporarily reduces units when firefighters are on leave, rather than staffing units with overtime; reduces incident response resources and staffing and move towards a brownout flexible staffing model. This action includes reducing 5.0 Fire Fighter EMT positions. Response times and ability to handle concurrent calls will be reduced evenings and weekends, resulting in some calls being handled by the County mutual aid partners. This would require renegotiation of the Fire Services contract with Stanford University.</p>	Emergency First Response	(202,100)	(831,555)	(5.00)	-	(202,100)	(831,555)	(5.00)	-
Fire	<p>Fire Administrative and Support Services This action reduces staffing resources where functions will be reassessed and reassigned to increase efficiency and allow for more flexibility in workload and responsibilities. This proposal assumes the elimination of 1.0 Administrative Associate II and freezes 1.0 Training Captain. In addition 0.2 FTE Deputy Director Technical Services that is shared with the Police Department will be frozen.</p>	Business Operations	-	(412,030)	(2.20)	-	-	(412,030)	(2.20)	-
Human Resources	<p>Position Reductions This action reduces the equivalent of 1.0 FTE staff resources from the Human Resources Department. This will result in reduced administrative and analytical support for assigned programs and functions in the recruitment, employee relations and training, and information systems divisions.</p>	Business Operations	-	(236,001)	(1.00)	(0.96)	-	(236,001)	(1.00)	(0.96)
Information Technology	<p>Position Eliminations, Deferral of Hiring, and Reduction in Department Training This action reduces and defers the hiring of staff including 1.0 Director, Information Technology, 2.0 Senior Technologists, and 1.0 Technologist. This budget impact will result in decreased response time for internal work orders and delays in projects support and management across the organization.</p>	Technology Admin Services/ Software, Tech, Equip Maintenance	-	(533,630)	-	-	(952,902)	(1,905,804)	(4.00)	-
Information Technology	<p>Reduction in Software and Equipment Support This action reduces the Citywide allocation for software replacement and may result in use of reserves or a resource impact to a department where replacement costs have not fully amortized. This reduction also contains costs that are no longer needed due to the City moving to an alternative platform, equipment being taken out of service, or alternative service delivery models being utilized.</p>	Application Maintenance and Replacement	-	(265,060)	-	-	(473,325)	(946,650)	-	-

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Information Technology	Recognize Accumulated Savings in IT Fund Balance This action recognizes anticipated savings resulting from FY 2020 Vacancy Savings and funding for equipment replacements that has accumulated to subsidize payments from all funds to the Information Technology Fund on a one-time basis in FY 2021. This will result in savings in IT allocated charges in the General Fund and Other Funds and decrease the fund balance in the Information Technology Fund. Since this action does not decrease expenses in the IT Fund consistent with revenue decreases, the revenue and expense adjustments for all funds are much closer aligned than other actions.	Technology Admin Services/ Software, Desktop Replacement	-	(521,244)	-	-	(840,386)	(885,986)		
Library	Position Reductions This action reduces staffing for administrative support, information technology, and customer service. This action will decrease availability of Library staff and services such as reference services, readers advisory, public programs, and book clubs; decrease administrative support; increase time for re-circulating materials and responding to customer service inquiries; decrease coverage at Service Desks from two to one staff member; and adversely impact the Library's ability to manage special projects. This action reduces 1.0 Administrative Associate III, 1.0 Assistant Director of Library Services, 1.0 Library Specialist, and 4.14 FTE of part-time staff resources.	Various	-	(718,410)	(3.00)	(4.14)	-	(718,410)	(3.00)	(4.14)
Library	Reduced Library Hours & Services This action reduces operating hours and/or days at all Library branches. Neighborhood Libraries (Children's, Downtown and College Terrace) will be open 3 days per week and full service libraries (Mitchell Park and Rinconada) will be open 6 days per week. Evening hours will also be eliminated at Rinconada Library, which will close at 6pm every day as opposed to remaining open until 9pm Monday - Thursday. Children's Library will also transition to providing Neighborhood Branch level of service, which includes fewer programs and special events, similar to service levels at the Downtown Library. In FY 2019, the Libraries conducted about 770 program events for Youth ages 0-12; this action is anticipated to result in approximately 200 fewer annual youth programs. The reduced hours of Rinconada Library are expected to increase wait times for community meeting rooms and increase utilization and crowds at Mitchell Park between 6pm - 9pm. This action includes a reduction of 1.0 Library Associate, 2.0 Senior Librarian and 6.27 FTE of part-time staff resources.	Various	-	(694,616)	(3.00)	(6.27)	-	(694,616)	(3.00)	(6.27)

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<i>Library</i>	Travel, Training, and Materials Expense Reductions This action reduces the department's travel and training budget and contracts from approximately \$90,000 to \$8,000 and reduces the department's new material (books) acquisition budget from \$700,000 to \$550,000 for two years. This will reduce the department's capacity to attend conferences and pursue other professional development opportunities, decrease the number of new books that can be purchased in response to patron or commission requests, and increase wait time customers experience for new books. Physical book circulation has been trending downward since 2018 while electronic resource utilization is trending upward.	Access to Collections; Business Operations	-	(241,500)	-	-	-	(241,500)	-	-
<i>Office of Emergency Services</i>	Position Reduction This action reduces 1.0 Program Assistant II in the Office of Emergency Services. This reduction will result in fewer resources to support the critical infrastructure program, which includes establishing key community contacts, conducting assessments, and maintaining an essential database. Scaling back this program will impact the preparedness of the community and will result in a shortage of trained personnel to perform essential functions during an activation. Staff also anticipates that without a dedicated resource to manage Intrusion Detection Systems (IDS) that performance will decline over time.	Emergency Services & Project Safety Net	-	(98,204)	(1.00)	-	-	(98,204)	(1.00)	-
<i>Office of Emergency Services</i>	Intrusion Detection Systems (IDS) Reduction This action reduces funding for IDS camera systems along the Caltrain corridor from \$440,000 to \$380,000; maintaining fiber and monitoring services, and reducing maintenance to essential needs.	Emergency Services & Project Safety Net	-	(60,000)	-	-	-	(60,000)	-	-
<i>Office of Transportation</i>	Position Reduction This action reduces 0.48 FTE in part-time staff resources in the Office of Transportation. The department's response times and capacity to review and reconcile parking citation appears in the Residential Preferential Parking program will be adversely impacted.	Business Operations	-	(29,678)	-	(0.48)	-	(29,678)	-	(0.48)
<i>Office of Transportation</i>	Free Shuttle Service Elimination This action eliminates the free Crosstown and Embarcadero Shuttles. Staff previously assigned to the shuttle program will be reassigned to other key transportation projects. The shuttles connected the University Avenue/Downtown to South Palo Alto at Charleston Road and provided peak hour service between the University Avenue Caltrain Station and the Baylands Business Parks east of Highway 101/Embarcadero. This action will reduce free alternative transportation options to residents of and visitors to Palo Alto, including senior citizens and local students. The Crosstown and Embarcadero shuttles provided 104,929 rides in FY 2019.	Shuttle	-	(538,333)	-	-	-	(538,333)	-	-

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<i>Planning and Development Services</i>	Administration and Program Assistance This action reduces 1.0 Program Assistant I, 1.0 Senior Planner, a 0.48 FTE of part-time staffing resources, and \$180,000 in consultant services in the administrative divisions of Planning and Development Services. Staff's ability to provide administrative, project management, and customer support will be reduced and responses to public record requests delayed. Reductions in other programs and strategic planning are anticipated as workloads are assumed by existing staff.	Administration	-	(450,691)	(2.00)	(0.48)	-	(450,691)	(2.00)	(0.48)
<i>Planning and Development Services</i>	Current Planning and Development Services Front Counter This action reduces 1.0 Principal Planner, 1.0 Building/Planning Technician, and \$436,000 in contract services that process applications (including over the counter permit approval), provide customer service, and schedule projects before the Planning and Transportation Committee (PTC), Architectural Review Board (ARB), and Historic Resources Board (HRB). Significant delays in application processing and customer service response times are expected. Modification to local zoning regulations may be required to streamline application review, reducing the amount of time staff spends on each project and with public engagement. A corresponding reduction is recommended for	Current Planning	(486,607)	(736,897)	(2.00)	-	(486,607)	(736,897)	(2.00)	-
<i>Planning and Development Services</i>	Code Enforcement This action reduces 2.0 Code Enforcement Officer positions, resulting in limited responses to the highest priority health and safety-related cases and slower response times. Implementation of the Code Enforcement Audit recommendations will be de-prioritized.	Code Enforcement	-	(264,546)	(2.00)	-	-	(264,546)	(2.00)	-
<i>Planning and Development Services</i>	Building Inspection and Plan Review This action reduces 1.0 Planning Manager and consultant inspection services by 50 percent, and adds 2.0 Building Inspector Specialists (1.0 for a one-year term). This will result in longer lead times for inspections, delayed progress on the Energy Reach Code, and less participation in collaborative efforts such as sustainability, waste reduction, and other priorities. Next day inspections will no longer be an option for most projects. A corresponding reduction is recommended for associated fee revenue.	Building Inspection and Plan Review	(1,335,306)	(401,295)	1.00	-	(1,335,306)	(401,295)	1.00	-
<i>Planning and Development Services</i>	Fire Inspection and Plan Review This action reduces a total of 2.0 Fire Inspector positions in the Fire Prevention Bureau (0.40 allocated to the Fire Department), which will delay fire inspections, increase wait times and impact customer service overall. A corresponding reduction is recommended for associated fee revenue.	Fire Inspection and Plan Review	(529,424)	(531,561)	(1.60)	(0.48)	(529,424)	(531,561)	(1.60)	(0.48)
<i>Planning and Development Services</i>	Green Building This action reduces consulting services for green building programs, energy programs, and customer support. Progress towards these programs are anticipated to slow as a result. A corresponding reduction is recommended for associated fee revenue.	Green Building	(68,985)	(105,548)	-	-	(68,985)	(105,548)	-	-

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<i>Planning and Development Services</i>	Development Services Public Works Alignment This action reduces \$74,000 in consultant services to process applications and reallocates staff (equivalent to 0.70 FTE) from the Public Works division to various funds citywide. This reallocation of staff is recommended to better align with workloads anticipated in FY 2021. A corresponding reduction is recommended for associated fee revenue.	Public Works - Urban Forestry and Engineering	(207,162)	(208,853)	(0.70)	-	(207,162)	(208,853)	(0.70)	-
<i>Planning and Development Services</i>	Development Services Reserve Fund (DSRF) This action reduces the DSRF from \$1.1M to \$0.6M to partially offset operating costs in FY 2021. The DSRF was established in 2018 upon the completion of the most recent fee study and recommended to build and maintain unrestricted funds that could be used to cover unforeseen shortfalls (CMR 8539).	Reserves	500,000	-	-	-	500,000	-	-	-
<i>Planning and Development Services</i>	Community Development Block Grant (CDBG) This action adjusts CDBG allocations to align with the revised funding plan approved by the Finance Committee at the May 5, 2020 hearing, including a \$294,909 grant received from the Coronavirus Aid, Relief, and Economic Security act (CARES) (CMR 11148). An additional adjustment of \$757 is recommended to align expenditures that were inadvertently misstated in the Proposed Budget.	Special Revenue Funds	-	-	-	-	294,909	294,152	-	-
<i>Police</i>	Reduction in Police Relations This action reduces 1.0 Communications Manager in the Police Department. This will result in the elimination of proactive news releases (for all cases but those that present danger to public safety), completion of the PAPD annual report, Basic and Advanced Citizens Police Academy, and participation in National Night Out. Significant time delays are anticipated for responses to routine press inquiries.	Administration/ Business Operations	-	(196,465)	(1.00)	-	-	(196,465)	(1.00)	-
<i>Police</i>	Reallocate position from Police to City Manager's Office This action reallocates 1.0 Police Lieutenant from the Police Department to the City Manager's Office. This resource will be redeployed to evaluate critical staffing gaps and potential recruitments of new employees during the upcoming year.	Administration/ Business Operations	-	(296,190)	-	-	-	(296,190)	-	-
<i>Police</i>	Patrol Operations This action reduces 6.0 Police Officer positions, 2.0 Community Service Officers, 1.0 Administrative Associate II position, and reduces overtime expense by \$500,000 in Police patrol operations. Patrol's ability to positively impact crime rates, address traffic safety issues, and meet key performance measures for proposed response times to urgent and emergency calls for service will be reduced. Urgent and emergency calls will remain the priority for timely police response to ensure safety during potentially life threatening or higher danger crimes in progress. Patrols response to non-emergency calls for service, directed patrol checks, generalized traffic enforcement activities, and special community engagement events will be eliminated or significantly reduced. Other sworn police personnel will be re-assigned to backfill patrol vacancies as they arise to cover staffing shortages.	Patrol Services	-	(1,822,497)	(8.87)	-	-	(1,836,528)	(9.00)	-

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			Revenue Adjustments	Expense Adjustments	Full-Time FTE Impacts	Part-Time FTE Impacts	Revenue Adjustments	Expense Adjustments	Full-Time FTE Impacts	Part-Time FTE Impacts
Police	Technical Services Support This action reduces 1.0 Deputy Director Technical Services (0.20 allocated to Fire Department) and 1.0 Communications Technician who support technical functions. Administrative and personnel management will be significantly delayed or not occur for this division. Resources that manage radio repairs, inventories, and replacement schedules will no longer be available and potentially need to be outsourced to an outside consultant.	Technical Services Support	-	(391,139)	(1.80)	-	-	(391,139)	(1.80)	-
Police	Dispatch Services This action reduces 4.0 Public Safety Dispatcher positions, 1.0 Communications Manager, 0.49 FTE in part-time staffing (five positions), and \$500,000 in overtime expenses for Police dispatch operations. This is anticipated to reduce services to 80% of their current levels. This will result in potential impacts to the span of control, longer answer times for 911, and potential outsourcing of non-emergency calls. Time constraints will reduce the ability to provide Emergency Medical Dispatch (EMD) instructions and notifications to specialty teams. Extended answer times for administrative, Utility, and Public Works customers are anticipated and after hours callouts will be limited to emergencies. A corresponding reduction to revenue is recommended for dispatch services provided to Stanford.	Communication s/ Dispatch	(131,000)	(1,323,353)	(5.00)	(0.49)	(131,000)	(1,323,353)	(5.00)	(0.49)
Police	Information Management and Records This action reduces 0.29 FTE in part-time staffing resources in the information and records management division related to reporting to other agencies. It is anticipated that all other services will remain intact.	Information Management (Records)	-	(24,129)	-	(0.29)	-	(24,129)	-	(0.29)
Police	Reduce Police Investigations This action reduces 2.0 Police Officer positions and 0.08 FTE part-time staffing in the detective division. Staff's ability to follow-up on criminal investigations, conduct surveillance and undercover crime suppression operations, participate in region-wide investigative meetings, and collaborate with other local police agencies will be suspended. Little to no impact is anticipated to the property and evidence unit.	Investigations	-	(345,649)	(2.00)	(0.08)	-	(345,649)	(2.00)	(0.08)
Police	Reduce Police Reserve Program This action reduces 0.72 FTE of part-time staffing resources (six positions) and suspends the Police reserve program provided at special events throughout the City.	Special Events & Reserves	-	(75,449)	-	(0.72)	-	(75,449)	-	(0.72)
Police	Suspend Traffic Program This action reduces 3.0 Police Officer positions and suspends the specialized traffic program.	Traffic	-	(539,134)	(3.00)	-	-	(539,134)	(3.00)	-
Police	Suspend Parent Project This action eliminates the Parent Project program. As a result, staff anticipates increased calls for service at homes with domestic disturbances and runaways as families will no longer be referred to the program.	Investigations	-	(60,000)	-	-	-	(60,000)	-	-
Police	Recruitment This action reduces 1.0 Police Lieutenant position, 0.22 FTE in part-time staffing (two positions) and \$103,000 in other expenses in the recruitment division. This will delay the 18-month recruiting and training cycle.	Hiring and Retention	-	(443,819)	(1.00)	(0.22)	-	(443,819)	(1.00)	(0.22)

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Police	Reduce Training This action reduces training from the current 78 total designated hours down to only the mandatory 32 hours of training. Firearm training and qualification will be reduced by 50 percent.	Personnel Training	-	(103,901)	-	-	-	(103,901)	-	-
Police	Animal Control Program This action reduces 1.0 Animal Control Officer and 0.48 FTE in part-time staffing resources in the Animal Care division. As a result, some overnight services may be reduced. Collection of fees and fines related to enforcement will be impacted. A corresponding reduction in revenue is recommended for these losses.	Animal Control	(40,372)	(139,863)	(1.00)	(0.48)	(40,372)	(139,863)	(1.00)	(0.48)
Public Works	Streets & Sidewalks Program Reductions This action reduces 1.0 Associate Engineer and 0.48 General Laborer -H, resulting in a reduction to street maintenance work and scaling back sidewalk work to only emergency repairs. The implications of this deferred maintenance include, but are not limited to, increased cost and scope for sidewalk replacement and repairs in the future and a possible increase in emergency repair needs.	Sidewalks; Capital Projects- GF Streets and Sidewalks	-	(700,000)	-	-	(700,000)	(1,583,610)	(1.00)	(0.48)
Public Works	San Francisquito Creek Joint Powers Authority (SFJPA) Membership This action includes a one-time increase of \$86,000 to cover consultant fees for an environmental assessment on an upstream project, and will increase expenses for the City of Palo Alto's membership fee with the San Francisquito Creek Joint Powers Authority (SFJPA) which allows the City to participate in the decision-making process for a series of projects to provide flood protection for local residents. The SFJPA is an independent regional government agency founded by three cities and two countywide agencies divided by San Francisquito Creek and united by its watershed and floodplain. This joint agency leads projects along the creek and S.F. Bay to reduce flood threat, enhance ecosystems and recreational opportunities, and connect communities.	Engineering Services	-	118,750	-	-	-	118,750	-	-
Public Works	Public Works Development Services Alignment This action recognizes the reallocation of staffing from the Planning and Development Services Department's Public Works division to the Public Works department. This reallocation of staff will align the position with the anticipated workload for the position.	Engineering Services	-	80,109	0.45	-	-	134,853	0.70	-

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Public Works	<p>Urban Forestry This action will reduce contractual funding for tree trimming services citywide by 50%. Although this reduction will significantly reduce the number of trees trimmed in FY 2021 and FY 2022, it is not anticipated to adversely impact the City's goal of a 7-year average tree trimming cycle. This is because the City is currently ahead of schedule. If the reduction is continued for more than two years, it would impact the cycle time over the medium and long-terms. Management of the contract to maximize tree trimming may result in deferral of other activities such as stump grindings and plantings of replacement trees.</p>	Urban Forestry	-	(654,399)	-	-	-	(654,399)	-	-
Public Works	<p>Vehicle Maintenance & Replacement (VRM) Fund Reductions This action will reduce vehicle replacements and resources, including 1.0 Motor Equipment Mechanic II, for FY 2021 & FY 2022. This will limit vehicle replacements in FY21 & FY22 to only regulatory or serious maintenance issues, resulting in an increase in backlog and the need to catch up to the replacement schedule in the future. Impacts to the Vehicle Replacement Capital Projects are detailed in expenses reported in the Capital information of Attachment A, Exhibit 2.</p>	Capital Projects- Vehicle Replacement & Maintenance (VRM) Vehicle & Equipment Replacement	-	(1,275,492)	-	-	(2,142,660)	(4,055,727)	(1.00)	-
Public Works	<p>Buildings & Facilities Reductions This action reduces 1.0 Project Manager for FY 2021 & FY 2022 commensurate with the funding reductions in capital projects. This will realign work capacity to ensure management of the citywide Custodial contract and sufficient staff time to manage the remaining CIPs.</p>	Custodial; Capital Projects- GF Buildings & Facilities	-	(110,642)	(0.65)	-	-	(170,219)	(1.00)	-
Public Works	<p>Capital Projects General Fund Buildings & Facilities Reductions This action reduces 1.0 Engineer and will result in reduced ability of the department to implement capital projects.</p>	Capital Projects- GF Buildings and Facilities	-	-	-	-	-	(160,994)	(1.00)	-
Utilities	<p>Electric rates at 0% and staffing resource reduction for fiscal year 2021 This action will maintain a 0% rate change for FY 2021. In addition to projected load loss, maintaining a zero electric rate change will result in revenue losses of approximately \$18 million and the reduction of the Electric Fund's respective portion of the following positions which are budgeted throughout the Utilities Funds: 1.0 Utilities Chief Operating Officer; 1.0 Assistant Director, Utilities Engineering; 1.0 Business Analyst; 1.0 Utilities Supervisor; 1.0 Substation Electrician. A portion of the revenue loss will be offset by fewer commodity purchases due to load loss. Additionally, this action reduces staffing, which are anticipated to have minimal short-term impacts, however, may delay implementation of advanced meter infrastructure and building electrification. The City will also have to defer some underground rebuild capital improvement projects to maintain reserves at the target level; these are detailed in expenses reported in the Capital information of Attachment A, Exhibit 2.</p>	Business Operations - Electric	-	(124,557)	-	-	(18,203,817)	(9,684,171)	(1.85)	-

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Utilities	<p>Electrification Deferrals</p> <p>This action will provide cost savings of \$0.3M to the Electric Fund by reducing efforts of building electrification. However, the City will continue to support other Sustainability and Climate Action Plan (S/CAP) initiatives. The electric vehicle programs will continue under an alternative funding source from a state-funded low carbon fuel standards (LCFS) program. The City is also re-evaluating the carbon neutral plan including purchases and sales of Renewable Energy Credits (RECs) which can provide new funding for future local decarbonization efforts</p>	Business Operations - Electric	-	-	-	-	-	(300,000)	-	-
Utilities	<p>Gas rate increase of 2% and staffing resource reduction for Fiscal Year 2021</p> <p>This action will increase the gas rate by 2%, which enables the City to continue the cross-bore safety inspection program and PVC gas main replacement capital project. In order to maintain Gas fund reserves within acceptable target levels, the City will reduce the scope of the gas main replacement project GS-13001 by 30%, or approximately \$3.0 million, detailed in expenses reported in the Capital information of Attachment A, Exhibit 2. Additionally, this action reduces staffing resources, which is anticipated to have minimal short-term impacts, however this may delay implementation of advanced meter infrastructure and gas meter replacements. The reduction of Gas Fund's portion of the following positions throughout the Utilities Funds is a result of this action: 1.0 Utilities Chief Operating Officer; 1.0 Assistant Director, Utilities Engineering; 1.0 Business Analyst; 1.0 Utilities Supervisor; 1.0 Substation Electrician.</p>	Business Operations - Gas	-	(27,783)	-	-	(2,173,363)	(840,622)	(1.15)	-
Utilities	<p>Wastewater rates at 0% and staffing resource reduction for Fiscal Year 2021</p> <p>This action will maintain wastewater rates at 0% and offset potential revenue losses by reducing the linear footage of main replacement projects and/or delay future construction of sewer main replacement project WC-17001. This would decrease expenses, detailed in the Capital Information of Attachment A, Exhibit 2, by approximately \$700,000. Additionally, this action reduces the Wastewater Collection Fund's respective portions of the following positions which are allocated throughout the Utilities Funds: 1.0 Utilities Chief Operating Officer; 1.0 Assistant Director, Utilities Engineering; 1.0 Business Analyst; 1.0 Utilities Supervisor; 1.0 Substation Electrician.</p>	Business Operations - Wastewater	-	(5,694)	-	-	(878,106)	(974,618)	(0.60)	-

**CITY OF PALO ALTO
AMENDMENTS TO THE CITY MANAGER'S FY 2021 PROPOSED BUDGET**

Department	Budget Adjustment Actions	Program	GENERAL FUND				ALL FUNDS			
			Revenue Adjustments	Expense Adjustments	Full-Time FTE Impacts	Part-Time FTE Impacts	Revenue Adjustments	Expense Adjustments	Full-Time FTE Impacts	Part-Time FTE Impacts
<i>Utilities</i>	Water rates at 0% and staffing resource reduction for Fiscal Year 2021 This action will maintain a 0% rate increase for FY 2021 and FY 2022, in alignment with the San Francisco Public Utilities Commission (SFPUC) projection of 0% water supply rate increases until FY 2023. Due to past capital improvement project deferrals, the City has adequate Water Fund reserves to absorb the anticipated decrease in revenues, which would be partially offset by projected load losses. Additionally, the City would still be able to continue to complete the seismic water tank replacement and water main replacements in FY 2021. This action also reduces the Water Fund's respective portions of the following staff resources that are budgeted throughout the Utility Funds: 1.0 Utilities Chief Operating Officer; 1.0 Assistant Director, Utilities Engineering; 1.0 Business Analyst; 1.0 Utilities Supervisor; 1.0 Substation Electrician. These are anticipated to have minimal short-term impact, however this may delay implementation of advanced meter infrastructure and water meter replacements.	Business Operations - Water	-	(95,683)	-	-	(2,022,429)	(1,067,810)	(1.15)	-
<i>Non-Departmental</i>	Cubberley Lease Adjustment The City leases 27 acres from the Palo Alto Unified School District (PAUSD) and offers various services and resources through those facilities including short term and long-term rentals, fields, gyms, and theater, as well as an auditorium. This would require the City and PAUSD to renegotiate the lease and reduce the City's payments and corresponding use of some of these facilities. The City has already begun initial conversations with PAUSD. Currently the balancing strategy is assuming a net savings of \$2.5 million, however this is subject to conversations and final agreement between the two parties.	Cubberley	-	(2,500,000)	-	-	-	(2,500,000)	-	-
<i>Non-Departmental</i>	City Council Contingency This action eliminates the City Council Contingency for one year.	Contingency	-	(125,000)	-	-	-	(125,000)	-	-
<i>Non-Departmental</i>	Innovation & Special Event Contingency This action reduces the Innovation & Special Event Contingency for one year.	Contingency	-	(50,000)	-	-	-	(50,000)	-	-
<i>Non-Departmental</i>	Human Resources Contingency This action eliminates the Human Resources Contingency.	Contingency	-	(50,000)	-	-	-	(50,000)	-	-
<i>Non-Departmental</i>	Reduce General Fund Base Transfer To Capital This action reduces the General Fund Base transfer to Capital by approximately 50% and includes the additional \$2.6 M in reductions in the General Fund Transfer to Capital directed by City Council during the Budget Hearings.	General Fund Transfer	-	(9,950,000)	-	-	(9,950,000)	(9,950,000)	-	-
<i>Non-Departmental</i>	Reduce TOT Transfer to Capital Consistent with recommendations to Council on May 4, 2020, Transient Occupancy Tax (TOT) Transfer to Capital will be reduced.	General Fund Transfer	-	(8,455,000)	-	-	(8,455,000)	(8,455,000)	-	-

**CITY OF PALO ALTO
AMENDMENTS TO THE CITY MANAGER'S FY 2021 PROPOSED BUDGET**

			GENERAL FUND				ALL FUNDS			
Department	Budget Adjustment Actions	Program	Revenue Adjustments	Expense Adjustments	Full-Time FTE Impacts	Part-Time FTE Impacts	Revenue Adjustments	Expense Adjustments	Full-Time FTE Impacts	Part-Time FTE Impacts
Non-Departmental	RPP Parking Administrative Program Revisions This action will require significant program changes phasing the administration of this program to allow for License Plate Recognition (LPR), virtual permits, and other modifications to allow for cost control. Staff will provide greater detail on the program changes including revised financial impacts through continued discussion of potential parking program changes. This General Fund savings reflects the elimination of the current General Fund subsidy to ensure the RPP Fund remains financially solvent.	General Fund Transfer	-	(185,000)	-	-	(185,000)	(185,000)	-	-
Non-Departmental	Tax and Return on Investment Revenue Decreases This action reflects the direction of the City Council on May 4, 2020 to presume a significant decrease in revenues for Property Taxes, Sales Taxes, Transient Occupancy Tax, Utility Users Tax, Documentary Transfer Tax, and Return on Investments from the levels included in the FY 2021 Proposed Operating Budget. For more detailed information, please refer to City Manager's Report 11315.	General Fund Revenues	(38,793,700)	-	-	-	(38,793,700)	-	-	-
Non-Departmental	Economically Sensitive Department Revenue Consistent with the direction given by the City Council on May 4, 2020, this action reflects a decrease in various departments' revenues associated with economically sensitive cost-recovery activities for FY 2021 compared to the FY 2021 Proposed Operating Budget.	General Fund Revenues	(5,000,000)	-	-	-	(5,000,000)	-	-	-
Non-Departmental	Internal Service Fund Allocated Charges This action reduces allocated charges throughout the organization to Internal Services Funds, including the Workers' Compensation Fund and the General Liability Fund. These reductions in allocated charges will generate savings throughout the organization in FY 2021, offset by corresponding decreases in accumulated fund balance in the Internal Service Funds. These uses of accumulated fund balance will increase the associated risk in the respective Internal Service Funds. Staff will continue to proactively analyze and monitor this risk throughout the budget process and FY 2021 to ensure it remains within acceptable levels.	Internal Service Fund Allocated Charges	-	(486,322)	-	-	(750,000)	(750,000)	-	-
Non-Departmental	Other Post-Employment Benefit (OPEB) Alignment This action aligns charges allocated from the Retiree Healthcare Fund to the organization with the most recent actuarial valuation performed by Bartel Associates. Consistent with the direction approved by the Finance Committee on May 5, 2020, the allocated charges are being aligned with funding contributions necessary using a 6.2 percent discount rate to calculate the retiree healthcare liability. This results in savings of \$900,000 from the FY 2021 Proposed Operating Budget, which was based on a prior valuation report.	Internal Service Fund Allocated Charges	-	(527,112)	-	-	(863,000)	(1,689,000)	-	-
Non-Departmental	Management and Professionals Unrepresented Group Compensation This action recognizes the proposal of a 15% compensation 'give-back' for the unrepresented Management and Professionals group, generating \$3.5 million in savings in the General Fund and \$5.5 million in savings across the organization. This is achieved through a wage freeze, furlough, and a reduction in the flexible management benefit.	Salary and Benefits	-	(3,473,000)	-	-	-	(5,460,000)	-	-

**CITY OF PALO ALTO
AMENDMENTS TO THE CITY MANAGER'S FY 2021 PROPOSED BUDGET**

			GENERAL FUND				ALL FUNDS			
Department	Budget Adjustment Actions	Program	Revenue Adjustments	Expense Adjustments	Full-Time FTE Impacts	Part-Time FTE Impacts	Revenue Adjustments	Expense Adjustments	Full-Time FTE Impacts	Part-Time FTE Impacts
Non-Departmental	COVID-19 Recovery: Contact Tracing This action recognizes \$450,000 in one-time funding to support efforts in tracing the contacts of those who have been diagnosed with COVID-19 as requested by the Santa Clara County. The County has requested staffing assistance for these efforts as we move into the different phases of recovery. This estimate for funding equates to 50% of the most conservative cost estimate.	Business Operations	-	450,000	-	-	-	450,000	-	-
Non-Departmental	COVID-19 Recovery: Business and Communications Support This action appropriates funding for three to six months of business and communications support to help navigate the expected near-term impacts of the COVID-19 Public Health Emergency.	Business Operations	-	150,000	-	-	-	150,000	-	-
Non-Departmental	COVID-19 Recovery: Workplace Restoration This action appropriates funding for restoring the workplace to ensure it is a safe environment for customers and employees. These funds will ensure that the City can align with the directives of the County Health Order, including social distancing, to address the COVID-19 public health emergency.	Business Operatoins	-	350,000	-	-	-	350,000	-	-
Non-Departmental	Litigation Reserve This action establishes a litigation reserve of \$1.0 million in keeping with the City's practice of proactively setting aside funds for dispute resolution.	Business Operations	-	1,000,000	-	-	-	1,000,000	-	-
Non-Departmental	Implementation Costs Associated with Balancing Strategy This action appropriates \$2.1 million in FY 2021 since some actions cannot be fully implemented immediately, especially it is expected that employee separations will continue into the first quarter of FY 2021. This funding represents the estimated cost of transition for non-sworn staffing.	Business Operations	-	2,075,000	-	-	-	2,075,000	-	-
TOTAL			(\$44,736,943)	(\$42,866,980)	(61.77)	(25.70)	(\$93,142,022)	(\$65,039,860)	(74.25)	(26.18)

CITY OF PALO ALTO
AMENDMENTS TO THE CITY MANAGER'S FY 2021 PROPOSED CAPITAL IMPROVEMENT PROGRAM

Project Number	Project Title	FY 2021 Funding		5-yr CIP Funding		5-Yr CIP Revised	
		Revenue Adjustments	Expense Adjustments	Revenue Adjustments	Expense Adjustments	Revenue Funding	Expense Funding
CAPITAL IMPROVEMENT FUND							
PF-93009	Americans With Disabilities Act Compliance	\$ -	\$ (200,000)	\$ -	\$ (200,000)	\$ -	\$ 2,161,026
PG-06001	Athletic Courts Resurfacing	\$ -	\$ 91,535	\$ -	\$ 37,375	\$ -	\$ 1,457,975
PG-19001	Baylands Athletic Center 10.5 Acre Expansion Plan	\$ -	\$ (81,400)	\$ -	\$ (81,400)	\$ -	\$ -
PE-17006	Baylands Flood Protection Levee Improvements	\$ -	\$ (1,098,600)	\$ -	\$ (1,098,600)	\$ -	\$ -
PG-06003	Benches, Signage, Walkways, Perimeter Landscaping, and Site Amenities	\$ -	\$ 23,099	\$ -	\$ 23,099	\$ -	\$ 1,251,619
PL-04010	Bicycle and Pedestrian Transportation Plan Implementation	\$ -	\$ (1,000,000)	\$ -	\$ (4,000,000)	\$ 2,400,000	\$ 7,323,595
PE-19003	Birch Street Improvements	\$ -	\$ -	\$ 1,500,000	\$ 2,400,000	\$ 1,500,000	\$ 2,400,000
PF-01003	Building Systems Improvements	\$ -	\$ (300,000)	\$ -	\$ (300,000)	\$ -	\$ 1,433,637
PE-18006	Byxbee Park Completion	\$ -	\$ (300,000)	\$ -	\$ (300,000)	\$ 2,400,000	\$ 2,881,146
PG-14002	Cameron Park Improvements	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ 217,800
AS-10000	Capital Improvement Fund Administration	\$ -	\$ (66,000)	\$ -	\$ (564,000)	\$ -	\$ 12,219,866
FD-20000	Cardiac Monitor Replacement	\$ 7,000	\$ 42,000	\$ 7,000	\$ 42,000	\$ 7,000	\$ 42,000
PE-13011	Charleston/Arastradero Corridor Project	\$ -	\$ 5,800,000	\$ -	\$ 5,800,000	\$ 1,303,710	\$ 5,800,000
PE-09003	City Facility Parking Lot Maintenance	\$ -	\$ (400,000)	\$ -	\$ (400,000)	\$ 100,000	\$ 1,142,641
PG-18001	Dog Park Installation and Renovation	\$ 150,000	\$ -	\$ 150,000	\$ -	\$ 450,000	\$ 590,400
PE-13017	El Camino Median Landscape Improvements	\$ -	\$ (108,300)	\$ -	\$ (1,009,800)	\$ -	\$ -

CITY OF PALO ALTO
AMENDMENTS TO THE CITY MANAGER'S FY 2021 PROPOSED CAPITAL IMPROVEMENT PROGRAM

Project Number	Project Title	FY 2021 Funding		5-yr CIP Funding		5-Yr CIP Revised	
		Revenue Adjustments	Expense Adjustments	Revenue Adjustments	Expense Adjustments	Revenue Funding	Expense Funding
PL-15001	Embarcadero Road at El Camino Improvements	\$ -	\$ -	\$ -	\$ (7,426,600)	\$ -	\$ -
PF-02022	Facility Interior Finishes Replacement	\$ -	\$ (400,000)	\$ -	\$ (400,000)	\$ 413,000	\$ 1,773,217
FD-14002	Fire Ringdown System Replacement	\$ 5,000	\$ 16,000	\$ 5,000	\$ 16,000	\$ 5,000	\$ 16,000
PE-18004	Fire Station 4 Replacement	\$ -	\$ (1,000,000)	\$ 8,150,000	\$ -	\$ 8,900,000	\$ 9,850,000
PG-17001	Foothills Park, Pearson Arastradero Preserve, and Esther Clark Park Conservation Plan	\$ -	\$ (319,200)	\$ -	\$ (489,600)	\$ -	\$ -
PG-13003	Golf Reconfiguration & Baylands Athletic Center Improvements	\$ -	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ 200,000
LB-21000	Library Automated Material Handling	\$ 180,000	\$ 220,900	\$ -	\$ -	\$ 630,000	\$ 803,900
PE-15007	New Downtown Parking Garage	\$ -	\$ (35,172)	\$ (9,072,000)	\$ (21,532,172)	\$ 5,541,000	\$ 5,103,000
PE-15001	New Public Safety Building	\$ 900,000	\$ -	\$ 900,000	\$ -	\$ 103,150,000	\$ 106,600,000
OS-09001	Off-Road Pathway Resurfacing And Repair	\$ -	\$ (200,000)	\$ -	\$ (200,000)	\$ -	\$ 738,300
PG-09002	Park and Open Space Emergency Repairs	\$ -	\$ 22,134	\$ -	\$ 22,134	\$ -	\$ 1,333,355
PG-19000	Park Restroom Installation	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,050,000	\$ 1,285,300
PL-15003	Parking District Implementation	\$ -	\$ (173,674)	\$ -	\$ (375,574)	\$ -	\$ 712,300
PG-14000	Ramos Park Improvements	\$ -	\$ 209,000	\$ -	\$ 209,000	\$ -	\$ 209,000
PE-08001	Rinconada Park Improvements	\$ 1,999,529	\$ 1,037,933	\$ 1,999,529	\$ 1,037,933	\$ 2,399,529	\$ 6,107,329
PF-00006	Roofing Replacement	\$ -	\$ (684,002)	\$ -	\$ (684,002)	\$ -	\$ 2,240,091

CITY OF PALO ALTO
AMENDMENTS TO THE CITY MANAGER'S FY 2021 PROPOSED CAPITAL IMPROVEMENT PROGRAM

Project Number	Project Title	FY 2021 Funding		5-yr CIP Funding		5-Yr CIP Revised	
		Revenue Adjustments	Expense Adjustments	Revenue Adjustments	Expense Adjustments	Revenue Funding	Expense Funding
PO-89003	Sidewalk Repairs	\$ -	\$ (1,747,619)	\$ -	\$ (2,547,619)	\$ -	\$ 5,261,863
PE-13014	Street Lights Condition Assessment	\$ -	\$ (241,778)	\$ -	\$ (241,778)	\$ -	\$ -
PO-05054	Street Lights Improvements	\$ -	\$ (300,000)	\$ -	\$ (500,000)	\$ -	\$ 868,987
PE-86070	Street Maintenance	\$ -	\$ 491,843	\$ -	\$ (508,157)	\$ 16,378,450	\$ 24,945,243
PL-05030	Traffic Signal and Intelligent Transportation Systems	\$ -	\$ (500,000)	\$ -	\$ (500,000)	\$ 3,480,000	\$ 5,051,655
PL-12000	Transportation and Parking Improvements	\$ -	\$ -	\$ -	\$ (200,000)	\$ -	\$ 2,649,042
PG-18002	Turf Management Plan	\$ -	\$ (109,900)	\$ -	\$ (109,900)	\$ -	\$ -
PE-15011	Ventura Buildings Improvements	\$ -	\$ (2,034,197)	\$ -	\$ (2,034,197)	\$ -	\$ -
TOTAL CAPITAL IMPROVEMENT FUND PROJECT ADJUSTMENTS		\$ 3,591,529	\$ (2,775,398)	\$ 3,989,529	\$ (35,545,858)	\$ 150,107,689	\$ 214,670,287

ELECTRIC FUND

EL-16002	Capacitor Bank Installation	\$ -	\$ 300,000	\$ -	\$ 300,000	\$ -	\$ 600,000
EL-14000	Coleridge/Cowper/Tennyson 4/12kV Conversion	\$ -	\$ (830,000)	\$ -	\$ (830,000)	\$ -	\$ 50,000
EL-19002	Colorado Substation Site Improvements	\$ -	\$ 330,000	\$ -	\$ 330,000	\$ -	\$ 1,250,000
EL-17001	East Meadow Circles 4/12kV Conversion	\$ -	\$ (66,000)	\$ -	\$ (66,000)	\$ -	\$ 100,000
EL-02011	Electric Utility Geographic Information System	\$ -	\$ 220,000	\$ -	\$ 220,000	\$ -	\$ 1,049,950
EL-17007	Facility Relocation for Caltrain Modernization Project	\$ -	\$ 2,723,631	\$ -	\$ 2,723,631	\$ -	\$ 2,723,631

CITY OF PALO ALTO
AMENDMENTS TO THE CITY MANAGER'S FY 2021 PROPOSED CAPITAL IMPROVEMENT PROGRAM

Project Number	Project Title	FY 2021 Funding		5-yr CIP Funding		5-Yr CIP Revised	
		Revenue Adjustments	Expense Adjustments	Revenue Adjustments	Expense Adjustments	Revenue Funding	Expense Funding
EL-20000	Hopkins Substation 4/12kV Conversion	\$ -	\$ (50,000)	\$ -	\$ (50,000)	\$ -	\$ 4,110,000
EL-17005	Inter-substation Line Protection Relay	\$ -	\$ 110,429	\$ -	\$ 110,429	\$ -	\$ 490,429
EL-11003	Rebuild Underground District 15	\$ -	\$ (1,119,609)	\$ -	\$ (1,119,609)	\$ -	\$ 50,000
EL-13003	Rebuild Underground District 16	\$ -	\$ (340,667)	\$ -	\$ (340,667)	\$ -	\$ 359,000
EL-17000	Rebuild Underground District 23	\$ -	\$ (214,000)	\$ -	\$ (214,000)	\$ -	\$ 1,100,000
EL-16000	Rebuild Underground District 26	\$ -	\$ (1,545,500)	\$ -	\$ (1,545,500)	\$ -	\$ 300,000
EL-14005	Reconfigure Quarry Feeders	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000
EL-16003	Substation Physical Security	\$ -	\$ (303,000)	\$ -	\$ (303,000)	\$ -	\$ 2,695,852
EL-12001	Underground District 46 - Charleston/El Camino Real	\$ -	\$ 1,021,531	\$ -	\$ 1,021,531	\$ -	\$ 1,021,531
EL-11010	Underground District 47-Middlefield, Homer, Webster, Addison	\$ -	\$ 120,000	\$ -	\$ 120,000	\$ -	\$ 120,000
EL-16001	Underground System Rebuild	\$ -	\$ (50,000)	\$ -	\$ (50,000)	\$ -	\$ 1,760,500
EL-19004	Wood Pole Replacement	\$ -	\$ 1,475,000	\$ -	\$ 1,475,000	\$ 750,000	\$ 9,020,000
TOTAL ELECTRIC FUND PROJECT ADJUSTMENTS		\$ -	\$ 1,831,815	\$ -	\$ 1,831,815	\$ 750,000	\$ 26,850,893
FIBER FUND							
FO-16000	Fiber Optics Network - System Rebuild	\$ -	\$ 775,000	\$ -	\$ 775,000	\$ -	\$ 1,075,000
TOTAL FIBER FUND PROJECT ADJUSTMENTS		\$ -	\$ 775,000	\$ -	\$ 775,000	\$ -	\$ 1,075,000

CITY OF PALO ALTO
AMENDMENTS TO THE CITY MANAGER'S FY 2021 PROPOSED CAPITAL IMPROVEMENT PROGRAM

Project Number	Project Title	FY 2021 Funding		5-yr CIP Funding		5-Yr CIP Revised	
		Revenue Adjustments	Expense Adjustments	Revenue Adjustments	Expense Adjustments	Revenue Funding	Expense Funding
GAS FUND							
GS-13001	Gas Main Replacement - Project 23	\$ -	\$ (3,000,000)	\$ -	\$ (3,000,000)	\$ -	\$ 7,620,046
GS-80019	Gas Meters and Regulators	\$ -	\$ (850,001)	\$ -	\$ (850,001)	\$ -	\$ 3,000,000
TOTAL GAS FUND PROJECT ADJUSTMENTS		\$ -	\$ (3,850,001)	\$ -	\$ (3,850,001)	\$ -	\$ 10,620,046
STORMWATER MANAGEMENT FUND							
SD-23000	West Bayshore Road Trunk Line Improvements	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 2,401,475
TOTAL STORMWATER MANAGEMENT FUND PROJECT ADJUSTMENTS		\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 2,401,475
TECHNOLOGY FUND							
TE-19001	City Council Chambers Upgrade	\$ (46,000)	\$ (93,000)	\$ -	\$ -	\$ 46,000	\$ 93,000
TE-12001	Development Center Blueprint Technology Enhancements	\$ -	\$ (25,000)	\$ -	\$ (25,000)	\$ -	\$ 452,600
TE-19000	Enterprise Resource Planning Upgrade	\$ -	\$ (2,029,000)	\$ -	\$ -	\$ -	\$ 2,029,000
TE-13004	Infrastructure Management System	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 46,800
TE-01012	IT Disaster Recovery Plan	\$ -	\$ (33,600)	\$ -	\$ (33,600)	\$ -	\$ -
TE-05000	Radio Infrastructure Replacement	\$ -	\$ (1,863)	\$ -	\$ (1,863)	\$ -	\$ 199,137
TOTAL TECHNOLOGY FUND PROJECT ADJUSTMENTS		\$ (46,000)	\$ (2,157,463)	\$ -	\$ (35,463)	\$ 46,000	\$ 2,820,537
VEHICLE REPLACEMENT FUND							
VR-21000	Scheduled Vehicle and Equipment Replacement - Fiscal Year 2021	\$ -	\$ (1,786,000)	\$ -	\$ (1,786,000)	\$ -	\$ 1,405,000
VR-22000	Scheduled Vehicle and Equipment Replacement - Fiscal Year 2022	\$ -	\$ -	\$ -	\$ (1,786,000)	\$ -	\$ 1,377,000
TOTAL VEHICLE REPLACEMENT FUND PROJECT ADJUSTMENTS		\$ -	\$ (1,786,000)	\$ -	\$ (3,572,000)	\$ -	\$ 2,782,000

CITY OF PALO ALTO
AMENDMENTS TO THE CITY MANAGER'S FY 2021 PROPOSED CAPITAL IMPROVEMENT PROGRAM

Project Number	Project Title	FY 2021 Funding		5-yr CIP Funding		5-Yr CIP Revised	
		Revenue Adjustments	Expense Adjustments	Revenue Adjustments	Expense Adjustments	Revenue Funding	Expense Funding
WASTEWATER COLLECTION FUND							
WC-80020	Sewer System, Customer Connections	\$ 600,000	\$ -	\$ 600,000	\$ -	\$ 2,100,000	\$ 2,220,000
WC-15001	Wastewater Collection System Rehabilitation/Augmentation Project 28	\$ -	\$ 500,000	\$ -	\$ 500,000	\$ -	\$ 500,000
WC-16001	Wastewater Collection System Rehabilitation/Augmentation Project 29	\$ -	\$ 557,424	\$ -	\$ 557,424	\$ -	\$ 2,195,424
WC-17001	Wastewater Collection System Rehabilitation/Augmentation Project 30	\$ -	\$ (741,000)	\$ -	\$ (741,000)	\$ -	\$ 5,980,000
TOTAL WASTEWATER COLLECTION FUND PROJECT ADJUSTMENTS		\$ 600,000	\$ 316,424	\$ 600,000	\$ 316,424	\$ 2,100,000	\$ 10,895,424
WASTEWATER TREATMENT FUND							
WQ-19003	Advanced Water Purification Facility	\$ 3,000,000	\$ 448,000	\$ 3,000,000	\$ 448,000	\$ 23,900,000	\$ 21,564,000
WQ-14002	New Laboratory And Environmental Services Building	\$ 1,910,000	\$ 434,168	\$ 1,910,000	\$ 434,168	\$ 23,410,000	\$ 23,167,460
WQ-19000	Outfall Line Construction	\$ 3,850,000	\$ 3,850,000	\$ 3,850,000	\$ 3,850,000	\$ 8,800,000	\$ 8,886,000
WQ-19002	Plant Repair, Retrofit, and Equipment Replacement	\$ -	\$ 20,944	\$ -	\$ 20,944	\$ -	\$ 21,514,834
WQ-14003	Primary Sedimentation Tank Rehabilitation	\$ 8,148,000	\$ 7,774,613	\$ 8,148,000	\$ 7,774,613	\$ 17,632,000	\$ 19,654,800
WQ-19001	Secondary Treatment Upgrades	\$ 2,300,000	\$ 838,300	\$ 2,300,000	\$ 838,300	\$ 32,430,000	\$ 31,362,300
TOTAL WASTEWATER TREATMENT FUND PROJECT ADJUSTMENTS		\$ 19,208,000	\$ 13,366,025	\$ 19,208,000	\$ 13,366,025	\$ 106,172,000	\$ 126,149,394
WATER FUND							
WS-19000	Mayfield Reservoir Subgrade and Venting Repair	\$ -	\$ 184,879	\$ -	\$ 184,879	\$ -	\$ 184,879
WS-14001	Water Main Replacement - Project 28	\$ -	\$ 85,107	\$ -	\$ 85,107	\$ -	\$ 9,085,107
WS-80015	Water Meters	\$ -	\$ (1,000,000)	\$ -	\$ (1,000,000)	\$ -	\$ 2,819,207
WS-07001	Water Recycling Facilities	\$ -	\$ (4,629)	\$ -	\$ (4,629)	\$ -	\$ 391,020
WS-07000	Water Regulation Station Improvements	\$ -	\$ (550,000)	\$ -	\$ (550,000)	\$ -	\$ 209,000
WS-80013	Water System Customer Connections	\$ 575,000	\$ -	\$ 575,000	\$ -	\$ 7,558,154	\$ 4,524,300
WS-09000	Water Tank Seismic Upgrade and Rehabilitation	\$ -	\$ 6,142,000	\$ -	\$ 6,142,000	\$ -	\$ 11,993,000
WS-02014	Water, Gas, Wastewater Utility GIS Data	\$ 290,666	\$ 436,000	\$ 290,666	\$ 436,000	\$ 1,953,687	\$ 2,930,528
TOTAL WATER FUND PROJECT ADJUSTMENTS		\$ 865,666	\$ 5,293,357	\$ 865,666	\$ 5,293,357	\$ 9,511,841	\$ 32,137,041
TOTAL ALL FUNDS		\$ 24,219,195	\$ 11,018,759	\$ 24,663,195	\$ (21,415,701)	\$ 268,687,530	\$ 430,402,097

CAPITAL IMPROVEMENT FUND

Summary of Capital Activity

CAPITAL IMPROVEMENT FUND

Project Number	Project Title	FY 2019 Actuals	FY 2020 Estimate	FY 2021 Proposed	FY 2022	FY 2023	FY 2024	FY 2025	5-Year Total
Source of Funds									
Beginning Fund Balance									
	Infrastructure Reserve - Beginning Fund Balance	51,533,218	51,456,186	46,798,098	14,823,152	8,464,857	3,639,597	2,205,730	46,798,098
	Reserve: Roth Building & Sea Scout Building TDRs	4,687,468	4,919,782	4,919,782	4,919,782	4,919,782	4,919,782	4,919,782	4,919,782
	Reserve: Library Bond Proceeds	638,000	588,000	588,000	588,000	588,000	588,000	588,000	588,000
	Reserve: Infrastructure Plan	25,537,577	58,812,390	0	0	0	0	0	0
	Reserve: Debt Service	0	0	0	0	0	0	2,500,000	0
	Total Beginning Fund Balance	82,396,263	115,776,358	52,305,880	20,330,934	13,972,639	9,147,379	10,213,512	52,305,880
General Fund Contributions									
	Annual General Fund Capital Transfer	16,958,000	15,323,000	5,048,500	7,840,500	12,604,750	16,875,000	17,288,000	59,656,750
	Transfer from General Fund - TOT Funding	8,691,712	7,155,906	6,555,900	8,850,300	10,250,700	11,294,800	12,806,400	49,758,100
	Interest Income	1,279,833	1,178,500	1,189,600	1,189,600	1,189,600	1,189,600	1,189,600	5,948,000
	Total General Fund Contributions	26,929,545	23,657,406	12,794,000	17,880,400	24,045,050	29,359,400	31,284,000	115,362,850
Project Reimbursements & Fund Transfers									
Transfer from California Avenue Parking District Fund									
PL-16002	Parking Management and System Implementation	0	138,000	0	0	0	0	0	0
	Total Transfer	0	138,000	0	0	0	0	0	0
Transfer from Charleston/Arastradero Fund									
PE-13011	Charleston/Arastradero Corridor Project	0	18,000	0	0	0	0	0	0
	Total Transfer	0	18,000	0	0	0	0	0	0
Transfer from Community Center Impact Fee Fund									
AC-18001	JMZ Renovation	1,025,717	1,671,860	0	0	0	0	0	0
PE-08001	Rinconada Park Improvements	0	0	2,399,529	0	0	0	0	2,399,529
	Total Transfer	1,025,717	1,671,860	2,399,529	0	0	0	0	2,399,529
Transfer from Gas Tax Fund									
PE-13011	Charleston/Arastradero Corridor Project	1,170,237	0	0	0	0	0	0	0
PL-00026	Safe Routes To School	100,000	100,000	100,000	100,000	100,000	100,000	100,000	500,000
PE-86070	Street Maintenance	1,300,000	2,453,997	2,610,690	2,610,690	2,610,690	2,610,690	2,610,690	13,053,450
	Total Transfer	2,570,237	2,553,997	2,710,690	2,710,690	2,710,690	2,710,690	2,710,690	13,553,450

CAPITAL IMPROVEMENT FUND

Project Number	Project Title	FY 2019 Actuals	FY 2020 Estimate	FY 2021 Proposed	FY 2022	FY 2023	FY 2024	FY 2025	5-Year Total
Transfer from Library Impact Fee Fund									
LB-21000	Library Automated Material Handling	0	0	260,000	180,000	190,000	0	0	630,000
	Total Transfer	0	0	260,000	180,000	190,000	0	0	630,000
Transfer from New Public Safety Facilities Impact Fee Fund									
PE-15001	New Public Safety Building	0	0	350,000	0	0	0	0	350,000
	Total Transfer	0	0	350,000	0	0	0	0	350,000
Transfer from Parks Dedication Fee Fund									
PE-14018	Baylands Boardwalk Improvements	470,000	0	0	0	0	0	0	0
PE-19003	Birch Street Improvements	0	0	0	1,100,000	0	0	0	1,100,000
PE-18006	Byxbee Park Completion	0	0	2,400,000	0	0	0	0	2,400,000
PG-18002	Turf Management Plan	100,000	0	0	0	0	0	0	0
	Total Transfer	570,000	0	2,400,000	1,100,000	0	0	0	3,500,000
Transfer from Parks Development Impact Fee Fund									
PE-19003	Birch Street Improvements	0	2,720,000	0	400,000	0	0	0	400,000
PG-18001	Dog Park Installation and Renovation	0	0	150,000	0	150,000	0	150,000	450,000
PG-19001	Baylands Athletic Center 10.5 Acre Expansion Plan	100,000	0	0	0	0	0	0	0
PG-19000	Park Restroom Installation	0	0	350,000	350,000	0	350,000	0	1,050,000
	Total Transfer	100,000	2,720,000	500,000	750,000	150,000	350,000	150,000	1,900,000
Transfer from Refuse Fund									
PF-17000	Municipal Service Center A, B, & C Roof Replacement	0	9,500	10,250	0	0	0	0	10,250
PF-16006	Municipal Service Center Lighting, Mechanical, and Electrical Improvements	0	27,000	27,000	0	0	0	0	27,000
	Total Transfer	0	36,500	37,250	0	0	0	0	37,250
Transfer from Residential Parking Permits Program Fund									
PL-16002	Parking Management and System Implementation	0	255,000	0	0	0	0	0	0
	Total Transfer	0	255,000	0	0	0	0	0	0
Transfer from San Antonio/West Bayshore Fund									
PL-05030	Traffic Signal and Intelligent Transportation System Upgrades	0	1,283,400	0	0	0	0	0	0
	Total Transfer	0	1,283,400	0	0	0	0	0	0

CAPITAL IMPROVEMENT FUND

Project Number	Project Title	FY 2019 Actuals	FY 2020 Estimate	FY 2021 Proposed	FY 2022	FY 2023	FY 2024	FY 2025	5-Year Total
Transfer from Stanford University Medical Center Development Agreement Fund									
PL-04010	Bicycle and Pedestrian Plan-Implementation Project	0	0	1,200,000	1,200,000	0	0	0	2,400,000
PL-19000	Emergency Vehicle Traffic Signal Preemption System Pilot	11,200	0	0	0	0	0	0	0
PE-18004	Fire Station 4 Replacement	0	0	750,000	4,075,000	4,075,000	0	0	8,900,000
PE-15001	New Public Safety Building	0	900,000	800,000	0	0	0	0	800,000
PL-16000	Quarry Road Improvements	0	200,000	0	1,493,513	0	0	0	1,493,513
PI-17001	Railroad Grade Separation	0	0	500,000	500,000	0	0	0	1,000,000
	Total Transfer	11,200	1,100,000	3,250,000	7,268,513	4,075,000	0	0	14,593,513
Transfer from Storm Drainage Fund									
PE-13011	Charleston/Arastradero Corridor Project	330,000	0	0	0	0	0	0	0
	Total Transfer	330,000	0	0	0	0	0	0	0
Transfer from Traffic Impact Fee Fund									
PL-05030	Traffic Signal and Intelligent Transportation System Upgrades	506,475	0	400,000	395,000	395,000	395,000	395,000	1,980,000
	Total Transfer	506,475	0	400,000	395,000	395,000	395,000	395,000	1,980,000
Transfer from University Avenue Parking District Fund									
PL-15004	Downtown Parking Wayfinding	280,015	40,000	0	0	0	0	0	0
PL-16002	Parking Management & System Implementation	0	752,220	0	0	0	0	0	0
PE-18002	High and Bryant Street Garages Waterproofing and Repairs	300,000	0	0	0	0	0	0	0
PF-18000	Parking Lot J Elevator Modernization	50,000	0	0	0	0	0	0	0
PF-14003	University Avenue Parking Improvements	63,517	343,000	100,000	115,000	75,000	65,000	0	355,000
	Total Transfer	693,532	1,135,220	100,000	115,000	75,000	65,000	0	355,000
Transfer from University Avenue Parking In Lieu Fund									
PE-15007	New Downtown Parking Garage	0	0	0	5,541,000	0	0	0	5,541,000
	Total Transfer	0	0	0	5,541,000	0	0	0	5,541,000
Transfer from Utilities Administration Fund									
PE-09003	City Facility Parking Lot Maintenance	0	0	0	0	100,000	0	0	100,000
PF-02022	Facility Interior Finishes Replacement	370,000	0	169,000	176,000	0	0	0	345,000
PF-17000	Municipal Service Center A, B, & C Roof Replacement	0	342,000	369,000	0	0	0	0	369,000
PF-16006	Municipal Service Center Lighting, Mechanical, and Electrical Improvements	0	972,000	972,000	0	0	0	0	972,000
PE-19001	Water, Gas, Wastewater Office Remodel	70,000	654,000	0	0	0	0	0	0
	Total Transfer	440,000	1,968,000	1,510,000	176,000	100,000	0	0	1,786,000

CAPITAL IMPROVEMENT FUND

Project Number	Project Title	FY 2019 Actuals	FY 2020 Estimate	FY 2021 Proposed	FY 2022	FY 2023	FY 2024	FY 2025	5-Year Total
Transfer from Vehicle Maintenance Fund									
PF-02022	Facility Interior Finishes Replacement	0	0	0	0	68,000	0	0	68,000
PF-17000	Municipal Service Center A, B, & C Roof Replacement	0	190,000	205,000	0	0	0	0	205,000
PF-16006	Municipal Service Center Lighting, Mechanical, and Electrical Improvements	0	540,000	540,000	0	0	0	0	540,000
	Total Transfer	0	730,000	745,000	0	68,000	0	0	813,000
Grants/Other Revenue									
AC-86017	Art in Public Spaces: Federal Grant and Private Donations	175,000	0	0	0	0	0	0	0
FD-21000	Automated External Defibrillator Replacement: Stanford	0	0	38,000	0	0	0	0	38,000
FD-20000	Cardiac Monitor Replacement: Stanford	0	135,000	7,000	0	0	0	0	7,000
PE-13011	Charleston/Arastradero Corridor Project: VTA Grant	315,929	206,290	1,303,710	0	0	0	0	1,303,710
PL-20000	Churchill Avenue/Alma Street Railroad Crossing Safety Improvements: CalTrans Section 130	0	500,000	4,000,000	0	0	0	0	4,000,000
PE-17010	Civic Center Electrical Upgrade & EV Charger Installation: BAAQMD Grant	0	243,000	0	0	0	0	0	0
PL-18000	El Camino Real Pedestrian Safety and Streetscape Project: VTA Grant	0	0	2,000,000	2,000,000	1,138,750	0	0	5,138,750
FD-22000	Extrication Tool Replacement: Stanford	0	0	0	42,700	0	0	0	42,700
FD-14002	Fire Ringdown System Replacement: Stanford	0	40,000	5,000	0	0	0	0	5,000
PE-19003	Birch Street Improvements	41,995,000	0	0	0	0	0	0	0
PG-13003	Golf Reconfiguration & Baylands Athletic Center Improvements: SF Creek Joint Powers and Certificates of Participation	0	2,250,000	0	0	0	0	0	0
PE-11011	Highway 101 Pedestrian/Bicycle Overpass Project: Santa Clara County & OBAG Grants and Google Reimbursement	0	9,350,000	1,500,000	0	0	0	0	1,500,000
AC-18001	JMZ Renovation: IMLS Grant	18,956	240,200	0	0	0	0	0	0
PE-15001	New Public Safety Building: Certificates of Participation	0	0	102,000,000	0	0	0	0	102,000,000
PE-12011	Newell Road/San Francisquito Creek Bridge Replacement: Caltrans & Silicon Valley Water	56,797	1,949,600	5,075,000	5,775,000	0	0	0	10,850,000
PL-17001	Railroad Grade Separation: Measure B	0	2,000,000	500,000	500,000	1,000,000	1,000,000	1,000,000	4,000,000
PL-00026	Safe Routes To School: VTA Grant	0	0	459,677	459,677	0	0	0	919,354
FD-20001	Self-Contained Breathing Apparatus (SCBA) Air Compressor Replacement: Stanford	0	0	16,300	0	0	0	0	16,300
FD-18000	Self-Contained Breathing Apparatus (SCBA) Replacement: Stanford	5,958	3,700	0	0	0	0	0	0
PE-86070	Street Maintenance: State Grant	505,463	2,172,200	965,000	965,000	465,000	465,000	465,000	3,325,000
PL-12000	Transportation and Parking Improvements	8,060	0	0	0	0	0	0	0
FD-20002	Thermal Imaging Cameras Replacement: Stanford	0	8,500	0	0	0	0	0	0
PL-05030	Traffic Signal and Intelligent Transportation System Upgrades: Measure B	52,552	700,000	300,000	300,000	300,000	300,000	300,000	1,500,000
	Total Grants/Other Revenue	43,133,715	19,798,490	118,169,687	10,042,377	2,903,750	1,765,000	1,765,000	134,645,814

CAPITAL IMPROVEMENT FUND

Project Number	Project Title	FY 2019 Actuals	FY 2020 Estimate	FY 2021 Proposed	FY 2022	FY 2023	FY 2024	FY 2025	5-Year Total
	Total Revenue	76,310,421	57,065,873	145,626,156	46,158,980	34,712,490	34,645,090	36,304,690	297,447,406
	Total Sources	158,706,684	172,842,231	197,932,036	66,489,914	48,685,129	43,792,469	46,518,202	349,753,286
Use of Funds									
Buildings & Facilities									
PF-93009	Americans With Disabilities Act Compliance	227,637	200,000	471,826	342,800	369,000	447,400	530,000	2,161,026
PE-19002	Animal Shelter Renovation	270,962	2,939,971	582,657	0	0	0	0	582,657
PE-14018	Baylands Boardwalk Improvements	1,417,456	164,657	110,519	0	0	0	0	110,519
PE-17006	Baylands Flood Protection Levee Improvements	133,333	0	0	0	0	0	0	0
AC-14001	Baylands Nature Interpretive Center Exhibit Improvements	15,200	0	0	0	0	0	0	0
PE-15029	Baylands Nature Interpretive Center Facility Improvements	0	2,008	0	0	0	0	0	0
PF-01003	Building Systems Improvements	26,223	250,008	415,883	239,954	237,400	258,200	282,200	1,433,637
PE-20001	City Bridge Improvements	0	0	94,400	137,900	348,600	185,200	198,600	964,700
PE-20002	City Facilities Assessment and Record Plan Management System	0	150,000	164,800	0	0	0	0	164,800
PE-09003	City Facility Parking Lot Maintenance	27,831	319,725	419,941	233,500	489,200	0	0	1,142,641
PE-12017	City Hall First Floor Renovations	14,959	188,402	0	0	0	0	0	0
PE-17002	City Hall Floor 3 Remodel	22,355	0	0	0	0	0	0	0
PE-17008	City Hall Floor 4 Remodel	466,360	7,500	0	0	0	0	0	0
PE-17009	City Hall Floor 5 Remodel	432,096	32,002	0	0	0	0	0	0
PE-19000	City Hall Space Planning	0	0	631,700	0	0	0	0	631,700
PE-17010	Civic Center Electrical Upgrade & EV Charger Installation	18,360	243,000	679,800	0	0	0	0	679,800
PE-18016	Civic Center Fire Life Safety and Electrical Upgrades	14,088	269,104	356,956	0	0	0	0	356,956
PE-15020	Civic Center Waterproofing Study and Repairs	968	49,800	617,255	0	0	0	0	617,255
PF-15005	Emergency Facilities Improvement	0	14,370	0	0	0	0	0	0
PF-02022	Facility Interior Finishes Replacement	75,238	564,100	560,626	261,331	365,414	270,146	315,700	1,773,217
FD-14002	Fire Ringdown System Replacement	244,144	140,000	16,000	0	0	0	0	16,000
PF-14002	Fire Station 1 Improvements	15,242	84,800	0	0	0	0	0	0
PE-15003	Fire Station 3 Replacement	3,878,007	2,423,274	0	0	0	0	0	0
PE-18004	Fire Station 4 Replacement	0	350,000	700,000	4,575,000	4,575,000	0	0	9,850,000
PE-18002	High and Bryant Street Garages Waterproofing and Repairs	26,472	213,454	210,446	0	0	0	0	210,446
PD-14000	Internal Alarm System Replacement	50,759	26,800	0	0	0	0	0	0
AC-18001	JMZ Renovation	474,155	1,202,060	2,231,551	0	0	0	0	2,231,551
LB-21000	Library Automated Material Handling	0	0	316,400	230,900	256,600	0	0	803,900
PE-14015	Lucie Stern Buildings Mechanical and Electrical Upgrades	2,420,500	505,455	0	0	0	0	0	0
PF-17000	Municipal Service Center A, B, & C Roof Replacement	0	0	2,169,800	0	0	0	0	2,169,800

CAPITAL IMPROVEMENT FUND

Project Number	Project Title	FY 2019 Actuals	FY 2020 Estimate	FY 2021 Proposed	FY 2022	FY 2023	FY 2024	FY 2025	5-Year Total
PF-16006	Municipal Service Center Lighting, Mechanical, and Electrical Improvements	69,649	257,000	6,038,732	0	0	0	0	6,038,732
PE-18000	New California Avenue Area Parking Garage	5,044,555	43,587,279	0	0	0	0	0	0
PE-15007	New Downtown Parking Garage	510,437	73,121	0	5,103,000	0	0	0	5,103,000
PE-15001	New Public Safety Building	1,563,200	7,000,000	102,800,000	3,400,000	400,000	0	0	106,600,000
PF-18000	Parking Lot J Elevator Modernization	413,998	286,001	0	0	0	0	0	0
AC-18000	Performing Arts Venue Seat Replacement	0	0	439,400	0	0	0	0	439,400
PF-00006	Roofing Replacement	770,934	184,435	183,600	474,900	285,629	674,076	621,886	2,240,091
PF-07011	Roth Building Maintenance	1,420	10,000	31,973	0	0	0	0	31,973
PF-14003	University Avenue Parking Improvements	48,116	0	462,400	160,500	133,300	137,200	0	893,400
PE-15011	Ventura Buildings Improvements	143,871	25,000	0	0	0	0	0	0
PE-19001	Water, Gas, Wastewater Office Remodel	5,996	90,765	692,035	0	0	0	0	692,035
	Total Building & Facilities	18,844,521	61,854,091	121,398,700	15,159,785	7,460,143	1,972,222	1,948,386	147,939,236
Department Technology Upgrades and Improvements									
FD-21000	Automated External Defibrillator Replacement	0	0	219,700	0	0	0	0	219,700
FD-20000	Cardiac Monitor Replacement	0	808,000	42,000	0	0	0	0	42,000
FD-22000	Extrication Tool Replacement	0	0	0	283,400	0	0	0	283,400
PD-20000	Police Video Recording Systems Replacement	0	48,000	114,400	182,700	0	0	0	297,100
FD-20001	Self-Contained Breathing Apparatus (SCBA) Air Compressor Replacement	0	0	94,500	0	0	0	0	94,500
FD-18000	Self-Contained Breathing Apparatus (SCBA) Replacement	31,356	20,000	0	0	0	0	0	0
FD-20002	Thermal Imaging Cameras Replacement	0	65,000	0	0	0	0	0	0
	Total Department Technology Upgrades and Improvements	31,356	941,000	470,600	466,100	0	0	0	936,700
Parks & Open Space									
AC-86017	Art In Public Spaces	208,945	1,239,055	1,738,194	280,700	190,800	225,372	245,900	2,680,966
PG-06001	Athletic Courts Resurfacing	55,378	811,225	327,735	216,640	286,600	303,700	323,300	1,457,975
PG-19001	Baylands Athletic Center 10.5 Acre Expansion Plan	10,402	0	0	0	0	0	0	0
PG-17000	Baylands Comprehensive Conservation Plan	205,089	90,000	7,100	0	0	0	0	7,100
OS-09002	Baylands Levee Repair for Public Safety Access	0	0	0	0	0	375,202	0	375,202
PG-06003	Benches, Signage, Walkways, Perimeter Landscaping	420,374	126,901	271,019	223,300	236,900	251,700	268,700	1,251,619
PE-19003	Birch Park Improvements	0	2,720,000	0	2,400,000	0	0	0	2,400,000
PE-16000	Bol Park Improvements	0	0	0	0	0	685,100	0	685,100
PE-17005	Boulevard Park Improvements	23,830	20,102	442,499	0	0	0	0	442,499
PE-18006	Byxbee Park Completion	187,251	16,074	2,881,146	0	0	0	0	2,881,146
PG-14002	Cameron Park Improvements	0	0	217,800	0	0	0	0	217,800
PG-18001	Dog Park Installation and Renovation	15,746	0	164,800	0	200,000	0	225,600	590,400
OS-18000	Foothills Park Boronda Lake Dock Replacement	0	0	230,700	0	0	0	0	230,700

CAPITAL IMPROVEMENT FUND

Project Number	Project Title	FY 2019 Actuals	FY 2020 Estimate	FY 2021 Proposed	FY 2022	FY 2023	FY 2024	FY 2025	5-Year Total
PE-20000	Foothills Park Dam Seepage Investigation & Repairs	0	30,000	0	0	0	0	0	0
PE-21000	Foothills Park Improvement Project	0	0	0	0	83,300	397,200	0	480,500
PG-17001	Foothills Park, Pearson Arastradero Preserve, and Esther Clark Park Comprehensive Conservation Plan	0	0	0	0	0	0	0	0
PG-18000	Golf Course Net and Artificial Turf Replacement	0	0	0	0	970,000	0	0	970,000
PG-13003	Golf Course Reconfiguration & Baylands Athletic Center Improvements	2,455	10,000	200,000	0	0	0	0	200,000
PE-17000	Mitchell Park Adboe Creek Bridge Replacement	306,499	0	0	0	0	0	0	0
PG-21000	Heritage Park Site Amenities Replacement	0	0	0	0	0	0	195,500	195,500
PE-18012	Hoover Park Improvements	0	0	0	0	0	0	1,255,700	1,255,700
PE-21002	Johnson Park Renovation	0	0	0	0	0	474,800	1,573,900	2,048,700
PE-21003	Magical Bridge Playground Rubber and Synthetic Turf Resurfacing	0	0	404,050	463,250	0	0	0	867,300
PE-18010	Mitchell Park Improvements	0	0	0	0	374,000	1,059,895	0	1,433,895
OS-09001	Off-Road Pathway Resurfacing And Repair	0	173,000	124,000	136,900	147,300	158,600	171,500	738,300
OS-00002	Open Space Lakes And Pond Maintenance	14,406	71,350	113,350	59,900	64,200	68,700	74,000	380,150
OS-00001	Open Space Trails and Amenities	286,674	355,175	192,300	220,400	233,300	247,200	263,200	1,156,400
PG-09002	Parks and Open Space Emergency Repairs	177,434	17,866	233,855	201,500	266,100	306,900	325,000	1,333,355
PG-19000	Park Restroom Installation	0	0	350,000	440,900	0	494,400	0	1,285,300
PE-13003	Parks, Trails, Open Space, & Recreation Master Plan	3,637	0	0	0	0	0	0	0
PE-21001	Pearson Arastradero Improvement Project	0	0	0	0	70,800	306,700	0	377,500
OS-18001	Pearson Arastradero Preserve Parking Lot Improvement	0	0	170,300	0	0	0	0	170,300
PG-14001	Peers Park Improvements	0	0	0	0	0	289,600	0	289,600
PG-14000	Ramos Park Improvements	0	20,000	209,000	0	0	0	0	209,000
PE-08001	Rinconada Park Improvements	232,671	365,000	2,495,229	0	538,300	0	3,073,800	6,107,329
PE-12003	Rinconada Park Master Plan and Design	8,938	0	0	0	0	0	0	0
PE-18015	Robles Park Improvements	0	0	0	0	0	953,500	0	953,500
PG-14003	Seale Park Improvements	0	0	0	0	0	0	427,800	427,800
PG-22000	Werry Park Playground Improvements	0	0	0	0	0	126,000	0	126,000
	Total Parks & Open Space	2,159,729	6,065,748	10,773,077	4,643,490	3,661,600	6,724,569	8,423,900	34,226,636
Streets and Sidewalks									
PE-17004	California Ave District Gateway Signs	729	142,886	0	0	0	0	0	0
PE-18001	CalTrain Corridor Video Management System Installation	749,178	99,232	0	0	0	0	0	0
PO-12001	Curb and Gutter Repairs	450,166	744,397	123,853	126,700	134,200	142,400	151,800	678,953
PE-12011	Newell Road/San Francisquito Creek Bridge Replacement	244,356	2,449,600	6,017,111	6,354,300	0	0	0	12,371,411
PO-89003	Sidewalk Repairs	1,658,872	1,541,417	448,363	595,500	1,400,900	1,406,500	1,410,600	5,261,863
PO-11000	Sign Reflectivity Upgrade	10,207	60,660	131,400	66,900	71,700	76,800	82,700	429,500
PE-13014	Street Lights Condition Assessment	0	0	0	0	242,000	0	0	242,000

CAPITAL IMPROVEMENT FUND

Project Number	Project Title	FY 2019 Actuals	FY 2020 Estimate	FY 2021 Proposed	FY 2022	FY 2023	FY 2024	FY 2025	5-Year Total
PO-05054	Street Lights Improvements	100,374	38,306	156,287	103,800	119,000	235,500	254,400	868,987
PE-86070	Street Maintenance	5,353,373	11,894,696	5,545,543	4,074,200	5,091,900	5,110,200	5,123,400	24,945,243
PO-11001	Thermoplastic Lane Marking and Striping	13,006	98,328	133,400	97,100	103,300	110,100	117,800	561,700
	Total Streets and Sidewalks	8,580,261	17,069,522	12,555,957	11,418,500	7,163,000	7,081,500	7,140,700	45,359,657
Traffic and Transportation									
PL-04010	Bicycle and Pedestrian Plan-Implementation Project	2,367,931	402,385	1,273,595	2,000,000	1,950,000	2,100,000	0	7,323,595
PE-13011	Charleston/Arastradero Corridor Project	4,589,736	6,500,000	5,800,000	0	0	0	0	5,800,000
PL-20000	Churchill Avenue/Alma Street Railroad Crossing Safety Improvements	0	400,000	4,636,200	0	0	0	0	4,636,200
PL-14000	Churchill Avenue Enhanced Bikeway	113	181,534	3,159,466	0	0	0	0	3,159,466
PL-15002	Downtown Automated Parking Guidance Systems, Access Controls, and Revenue Collection Equipment	2,359	448	2,726,860	0	0	0	0	2,726,860
PL-16001	Downtown Mobility and Safety Improvements	1,803,034	100,000	0	0	0	0	0	0
PL-15004	Downtown Parking Wayfinding	346,824	589,038	0	0	0	0	0	0
PL-18000	El Camino Real Pedestrian Safety and Streetscape Project	108,594	43,167	2,954,181	2,202,700	1,349,050	0	0	6,505,931
PL-15001	Embarcadero Road at El Camino Improvements	88,607	0	0	0	0	0	0	0
PL-19000	Emergency Vehicle Traffic Signal Preemption System Pilot	0	597,500	0	0	0	0	0	0
PE-11011	Highway 101 Pedestrian/Bicycle Overpass Project	1,084,589	17,792,509	0	0	0	0	0	0
PL-15003	Parking District Implementation	32,760	307,257	0	0	218,800	236,700	256,800	712,300
PL-16002	Parking Management & System Implementation	248	627,000	563,600	0	0	0	0	563,600
PL-16000	Quarry Road Improvements	555,425	6,000	928,400	1,353,900	2,748,000	0	0	5,030,300
PL-17001	Railroad Grade Separation	1,232,373	1,706,421	4,260,625	1,233,600	1,271,900	1,311,400	1,190,700	9,268,225
PL-00026	Safe Routes To School	89,373	218,800	661,177	677,477	241,200	266,500	260,600	2,106,954
PL-05030	Traffic Signal and Intelligent Transportation System	368,200	1,695,700	1,172,355	935,950	886,250	980,700	1,076,400	5,051,655
PL-12000	Transportation and Parking Improvements	290,303	330,811	471,342	487,000	518,600	552,900	619,200	2,649,042
	Total Traffic and Transportation	12,960,469	31,498,570	28,607,801	8,890,627	9,183,800	5,448,200	3,403,700	55,534,128
Administration									
AS-10000	Capital Improvement Fund Administration	169,401	587,420	1,414,967	2,272,773	2,408,207	2,696,466	3,933,422	12,725,835
	Total Administration	169,401	587,420	1,414,967	2,272,773	2,408,207	2,696,466	3,933,422	12,725,835
	Total Project Expenses	42,745,737	118,016,351	175,221,102	42,851,275	29,876,750	23,922,957	24,850,108	296,722,192
Transfers to Other Funds									
	Debt Service Fund (New California Avenue Parking Garage)	0	2,335,000	2,380,000	2,380,000	2,375,000	2,370,000	2,365,000	11,870,000
	General Benefits Funds	53,757	0	0	0	0	0	0	0

CAPITAL IMPROVEMENT FUND

Project Number	Project Title	FY 2019 Actuals	FY 2020 Estimate	FY 2021 Proposed	FY 2022	FY 2023	FY 2024	FY 2025	5-Year Total
PG-19001	Parks Development Impact Fee Fund - Baylands Athletic Center 10.5 Acre Expansion Plan	0	85,000	0	0	0	0	0	0
PG-18002	Parks Development Impact Fee Fund - Turf Management Plan	0	100,000	0	0	0	0	0	0
	Total Transfers to Other Funds	53,757	2,520,000	2,380,000	2,380,000	2,375,000	2,370,000	2,365,000	11,870,000
Debt Service									
	Certificates of Participation Debt Repayment (New Public Safety Building)	0	0	0	7,286,000	7,286,000	7,286,000	7,286,000	29,144,000
	Golf Course Certificates of Participation Bond Issuance	17,507	0	0	0	0	0	0	0
	Total Debt Service	17,507	0	0	7,286,000	7,286,000	7,286,000	7,286,000	29,144,000
	Total Expenses	42,817,001	120,536,351	177,601,102	52,517,275	39,537,750	33,578,957	34,501,108	337,736,192
Reserves									
	Reserve: Roth Building & Sea Scout Building TDRs	4,919,782	4,919,782	4,919,782	4,919,782	4,919,782	4,919,782	4,919,782	4,919,782
	Reserve: Library Bond Proceeds	588,000	588,000	588,000	588,000	588,000	588,000	588,000	588,000
	Reserve: Infrastructure Plan	58,812,390	0	0	0	0	0	0	0
	Reserve: Debt Service	0	0	0	0	0	2,500,000	5,000,000	5,000,000
	Reserve: Future Capital Needs	0	0	0	0	0	0	0	0
	Total Reserves	64,320,172	5,507,782	5,507,782	5,507,782	5,507,782	8,007,782	10,507,782	10,507,782
	Total Ending Fund Balance (Infrastructure Reserve)	51,569,511	46,798,098	14,823,152	8,464,857	3,639,597	2,205,730	1,509,312	1,509,312
	Total Uses	158,706,684	172,842,231	197,932,036	66,489,914	48,685,129	43,792,469	46,518,202	349,753,286

NOT YET ADOPTED

Ordinance No. ____
Ordinance of the Council of the City of Palo Alto Amending
Section 2.04.360 (Salary of council members) of the Palo Alto Municipal
Code to Provide Optional Salary Waiver

The Council of the City of Palo Alto ORDAINS as follows:

SECTION 1. Findings and Declarations. The City Council finds and declares as follows:

- A. Article III, Section 17 of the Charter of the City of Palo Alto provides that compensation may be paid to council members in amounts not to exceed those provided by general law.
- B. Council member salaries were last set in 2015 by Ordinance No. 5304, mandating a salary of one thousand dollars (\$1,000) per month.
- C. General law permits council members to voluntarily waive part or all of their permitted compensation. Palo Alto does not currently provide a salary waiver option for council members.
- D. The proposed amendment would clarify that council members may voluntarily waive part or all of their salary, with no change to the amount of salary authorized for council members.

SECTION 2. Section 2.04.360 (Salary of council members) of Chapter 2.04 (Council Organization and Procedure) of Title 2 (Administrative Code) of the Palo Alto Municipal Code is hereby amended to read as follows:

“Section 2.04.360 Salary of council members

- (a) The salary of the council members shall be \$600.00 per month. Effective January 1, 2017, the salary of the council members shall be \$1,000 per month.
- (b) A city council member may waive any or all of the compensation permitted by this section.”

SECTION 3. If any section, subsection, clause or phrase of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portion or sections of the Ordinance. The Council hereby declares that it should have adopted the Ordinance and each section, subsection, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid.

NOT YET ADOPTED

SECTION 4. This ordinance shall be effective on the thirty-first day after the date of its adoption.

SECTION 5. The Council of the City of Palo Alto hereby finds that this is not a Project under the California Environmental Quality Act pursuant to Section 15378 of the CEQA Guidelines because it can be seen with certainty that there is no possibility that the Ordinance will have a significant effect on the environment.

INTRODUCED:

PASSED:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

Deputy City Attorney

City Manager

Director of 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	(1.00)	(169,343)	—	(169,343)
Staff Reorganization and Service Reduction	(0.90)	(185,582)	—	(185,582)
Accounting and Revenue Collections Reorganization	(1.50)	(147,786)	—	(147,786)
Total FY 2021 Revised Proposed Budget	38.21	8,872,295	2,306,544	6,565,751

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	(0.50)	(81,171)	—	(81,171)
Travel, Training, and Supply Expense Reductions	—	(47,342)	—	(47,342)
Total FY 2021 Revised Proposed Budget	9.50	3,696,636	1,617,268	2,079,367

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				
Reduction in the City Auditor's Office	—	(165,000)	—	(165,000)
Total FY 2021 Revised Proposed Budget	3.00	892,041	965,884	(73,843)

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 Information	—	—	(24,157)	24,157
Technology Allocated Charges Liability	—	(3,230)	—	(3,230)
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)
Travel, Training, Supply, and Event Expense Reductions	—	(45,000)	—	(45,000)
Total FY 2021 Revised Proposed Budget	5.00	1,239,216	652,578	586,639

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	—	(48,955)	—	(48,955)
Total FY 2021 Revised Proposed Budget	7.00	424,866	155,565	269,301

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	(1.00)	(218,750)	—	(218,750)
Travel, Training, and Supply Expense Reductions	—	(32,000)	—	(32,000)
Total FY 2021 Revised Proposed Budget	9.00	3,383,044	1,549,472	1,833,572

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)	—	(14,000)	—	(14,000)
One-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	(0.48)	(29,678)	—	—
Free Shuttle Service Elimination	—	(538,333)	—	—
Total FY 2021 Revised Proposed Budget	6.35	1,867,621	141,332	2,294,300



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	—

Combined FY 2021 Proposed Budget & CMR 11376 (as of 5/26)

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				
1 New Junior Museum and Zoo Operating Plan	6.79	845,454	1,186,247	(340,793)
2 Therapeutics Staffing (Reclassification)	—	5,982	—	5,982
3 Art Center Position Request & Contract Funding	0.20	40,205	40,205	—
4 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	(3.48)	(585,750)	—	(585,750)
Junior Museum and Zoo	—	(224,990)	(46,000)	—
Reduce Theater Programming and Support	(6.09)	(721,254)	(283,643)	(437,611)
Teen Services Reduction	(2.44)	(201,590)	(50,000)	(151,590)
Art Center Programming Reductions	(4.26)	(452,084)	(4,623)	(447,461)
Community Center Reductions	(3.27)	(282,695)	—	(282,695)
Parks Maintenance Contract Service Reductions	—	(274,844)	—	(274,844)
Community Program and Event Reductions	—	(154,404)	(13,542)	(140,862)
Open Space and Recreation Reductions	(1.17)	(243,905)	—	(243,905)
Human Services Funding Reductions	—	(100,000)	—	(100,000)
Middle School Athletics and Adult Sports Leagues Revenue Adjustments	—	—	100,521	(100,521)
Total FY 2021 Revised Proposed Budget	110.00	29,148,978	10,881,846	18,446,123

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				

FIRE

Budget Reconciliation

	Positions	Expenditures	Revenues	Net General Fund
Planning Inspection and Plan Review	(0.40)	(93,297)	—	(93,297)
First Responder and Ambulance Subscriptions Fee	—	—	1,855,000	(1,855,000)
Emergency Incident Response Services	(5.00)	(831,555)	(202,100)	(629,455)
Fire Administrative and Support Services	(2.20)	(412,000)	—	(412,000)
Total FY 2021 Revised Proposed Budget	90.80	34,873,982	12,661,303	22,212,679

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	(1.96)	(236,001)	—	(236,001)
Total FY 2021 Proposed Revised Budget	15.00	3,851,690	1,914,659	1,937,031

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	(7.14)	(718,410)	—	(718,410)
Reduced Library Hours & Services	(9.27)	(694,616)	—	(694,616)
Travel, Training, and Materials Expense Reductions	—	(241,500)	—	(241,500)
Total FY 2021 Revised Proposed Budget	44.87	8,793,327	116,116	8,677,211

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	(1.00)	(98,204)	—	(98,204)
Intrusion Detection Systems	—	(60,000)	—	(60,000)
Total FY 2021 Revised Proposed Budget	2.48	1,427,610	95,589	1,332,021

Combined FY 2021 Proposed Budget & CMR 11376 (as of 5/26)

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	(2.48)	(450,691)	—	(450,691)
Current Planning and Development Services Front Counter	(2.00)	(736,897)	(486,607)	(250,290)
Code Enforcement	(2.00)	(264,546)	—	(264,546)
Building Inspection and Plan Review	1.00	(401,295)	(1,335,306)	934,011

Budget Reconciliation

	Positions	Expenditures	Revenues	Net General Fund
Fire Inspection and Plan Review	(2.08)	(531,561)	(529,424)	(2,137)
Green Building	—	(105,548)	(68,985)	(36,563)
Development Services Public Works Alignment	(0.70)	(208,853)	(207,162)	(1,691)
Development Services Reserve Fund (DSRF)	—	—	500,000	(500,000)
Total FY 2021 Revised Proposed Budget	55.96	18,100,241	16,334,447	1,765,794

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	(1.00)	(196,465)	—	(196,465)
Reallocate Position from Policy to City Manager's Office	—	(296,190)	—	(296,190)
Patrol Operations	(8.87)	(1,822,497)	—	(1,822,497)
Technical Services Support	(1.80)	(391,139)	—	(391,139)

POLICE

Budget Reconciliation

	Positions	Expenditures	Revenues	Net General Fund
Dispatch Services	(5.49)	(1,323,353)	(131,000)	(1,192,353)
Information Management and Records	(0.29)	(24,129)	—	(24,129)
Reduce Police Investigations	(2.08)	(345,649)	—	(345,649)
Reduce Police Reserve Program	(0.72)	(75,449)	—	(75,449)
Suspend Traffic Program	(3.00)	(539,134)	—	(539,134)
Suspend Parent Project	—	(60,000)	—	(60,000)
Recruitment	(1.22)	(443,819)	—	(443,819)
Reduce Training	—	(103,901)	—	(103,901)
Animal Control Program	(1.48)	(139,863)	(40,372)	(99,491)
Total FY 2021 Revised Proposed Budget	126.35	41,348,486	4,199,946	37,148,540

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)

PUBLIC WORKS

Budget Reconciliation

	Positions	Expenditures	Revenues	Net General Fund
San Fancisquito Creek Joint Powers Authority (SFCJPA) Membership	—	118,750	—	118,750
Public Works Development Services Alignment	0.45	80,109	—	80,109
Urban Forestry	—	(654,399)	—	(654,399)
Buildings and Facilities Reductions	(0.65)	(110,642)	—	(110,642)
Total FY 2021 Revised Proposed Budget	50.25	18,425,621	3,026,635	15,398,986

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	—	(125,000)	—	(125,000)

NON-DEPARTMENTAL

Budget Reconciliation

	Positions	Expenditures	Revenues	Net General Fund
Innovation and Special Events Contingency	—	(50,000)	—	(50,000)
Human Resources Contingency	—	(50,000)	—	(50,000)
Reduce General Fund Base Transfer to Capital	—	(9,950,000)	—	(9,950,000)
Reduce TOT Transfer to Capital	—	(8,455,000)	—	(8,455,000)
RPP Parking Administrative Program Revisions	—	(185,000)	—	(185,000)
Management and Professionals Unrepresented Group Compensation	—	(3,473,000)	—	(3,473,000)
COVID-19 Recovery: Contact Tracing	—	450,000	—	450,000
COVID-19 Recovery: Business & Comm. Support	—	150,000	—	150,000
COVID-19 Recovery: Workplace Restoration	—	350,000	—	350,000
Litigation Reserve	—	1,000,000	—	1,000,000
Implementation Costs Associated with Balancing Strategy	—	2,075,000	—	2,075,000
Total FY 2021 Revised Proposed Budget	—	23,539,205	—	23,539,205