



City of Palo Alto

City Council Staff Report

(ID # 10959)

Report Type: Consent Calendar

Meeting Date: 3/2/2020

Council Priority: Fiscal Sustainability

Summary Title: FY 2020 Mid-Year Budget Report, Budget Amendments & Amend Hourly Salary Schedules

Title: Review of the Fiscal Year 2020 Mid-Year Budget Status and Approve Budget Amendments in Various Funds and Amend the Salary Schedules for Services Employees International Union - Hourly (SEIU - H) and Limited Hourly (HRLY) Groups in Accordance with the City's 2020 Minimum Wage Ordinance

From: City Manager

Lead Department: Administrative Services

Recommendation

Staff recommends that the City Council:

- 1) Amend the Fiscal Year 2020 Budget Appropriation for various funds and various capital projects, as identified in Attachment A, Exhibits 1 through 5 (requires a super majority approval).
- 2) Amend the salary schedules for the Services Employees International Union–Hourly (SEIU–H) group and the Limited Hourly (HRLY) group in accordance with the City's 2020 minimum wage ordinance and applicable bargaining terms.

Executive Summary

Annually, staff brings forward recommendations to adjust the annual adopted budget. Recognizing that discretionary decisions should be made through the annual budget process, the recommended Mid-Year adjustments are largely ministerial. Adjustments to the City's budget become necessary as revenues and expenditures vary from the original budget plan. In 2016, staff and the Finance Committee altered the Mid-Year budget process and turned this report into a status update based on actual financial activities in the prior and current fiscal year and to implement previously approved City Council direction. The attached documents summarize and outline changes to the City's Fiscal Year (FY) 2020 Adopted Budget. The budget actions recommended in this report are to address isolated instances where actuals vary from the original budgeted estimates and to implement previously approved City Council direction.

These actions require a super majority of affirmative votes for approval.

Recommended budget adjustments are generally grouped into four types of transactions:

- Prior City Council Direction/Clean-up actions: These technical adjustment requests adjust the current budget levels to align with anticipated year end revenue or expenditure levels and fix inadvertent errors in the adopted budget. Previous City Council Direction requests execute previous direction approved by the City Council. Typically, mid-year adjustments fall in this category.
- Reimbursements and Grants: These requests adjust grants, reimbursements, and fee revenue and expenditure estimates to align with current year end projected levels as appropriate. This type of request normally has a net-zero impact.
- Time-sensitive supplemental funding to reflect pending expenses: These are requests for additional funding to address critical programs or service delivery needs. These adjustments are being brought forward ahead of the annual budget process because the need either cannot or should not wait until the next fiscal year.

In accordance with the City's 2020 minimum wage ordinance and applicable bargaining terms, this report recommends adjustments to the salary schedules of two employee groups, Services Employees International Union – Hourly (SEIU – H) group and the Limited Hourly (HRLY) group. There is no change to funding levels recommended for these adjustments.

Overall, with the adjustments recommended in this report, the General Fund and all other funds are on track to end this fiscal year within budgeted levels.

Background

This report focuses on recommended changes to the FY 2020 Adopted Budget. Where possible, budget change recommendations are brought forward for City Council consideration as part of the approval of the FY 2020 Mid-Year Budget Report to consolidate requests and streamline changes to budget appropriations. These adjustments are necessary as revenues and expenditures vary from the original budget plan due to many things including but not limited to changes in economic factors, project estimates and scope, and City Council policy and direction. The FY 2020 Midyear Budget Report reflects adjustments for prior City Council approved direction, clean-up actions based on FY 2019 actual experience or current FY 2020 actual activities, and minor corrections or revenue backed activities and as such are being brought directly to the City Council. This is consistent with the revised direction discussed in 2016 with the Finance Committee for a more streamlined mid-year report that was limited to prior Council direction and actual activity. This report is organized by fund with a primary focus on major changes in the General Fund. Mid-year changes for the Enterprise, Internal Service and Special Revenue Funds are also included in this report. All adjustments to the City's FY 2020 Operating and Capital budgets are detailed in Attachment A and accompanying exhibits.

Discussion

The following is an overview of the status for the General Fund, Enterprise Funds, and other funds including recommended budget adjustments as they pertain to the City's FY 2020 Operating and Capital Budgets.

Operating Budget

Under this section of the report, proposed citywide changes to the FY 2020 Adopted Operating Budget are described for the General Fund, Enterprise Funds, Internal Service Funds, and Special Revenue Funds.

General Fund

Overall, the General Fund is tracking within budgeted levels after six months in the current fiscal year and is anticipated to end the year near budgeted projections. The City currently has a vacancy rate in the General Fund similar to FY 2019, which is anticipated to generate between \$3 to \$4 million in vacancy savings.

General Fund Revenue

Based on revenues received through December 31, 2019, overall, FY 2020 General Fund revenues are anticipated to reach budgeted levels by the end of FY 2020. Most revenue categories are consistent with historical trends of seasonality. Certain tax revenue categories are tracking slightly above historical levels, including sales tax, property tax, and investment earnings. Transient Occupancy Tax revenue is trending downward; this decline in hotel stays aligns with trends seen in the San Francisco and San Jose/Peninsula hotel-motel business market. Revenues will continue to be monitored throughout FY 2020 and adjustment actions will be brought forward through the year-end process to reconcile the budgeted revenue to actual collections, as appropriate. Limited adjustments are recommended in this report to align revenue estimates with FY 2019 actuals and with current trends during the first six months of the fiscal year.

General Fund Expense Including Vacancy Savings Estimates

General Fund expenditures are generally tracking to remain within budgeted levels through the end of the fiscal year. Savings may result by year end primarily due to vacancy savings based on staffing levels through January 2020; anticipated savings range from \$3 million to \$4 million. This represents less than 2.0% of the FY 2020 budget and does include the anticipated overtime expenses for the Fire Department and the Police Department, which are discussed in greater detail below. Staff will continue to monitor financial activity through the remainder of FY 2020 and actions to adjust expenses will be brought forward through the year-end process to recognize changes as appropriate.

As is customary, an overtime analysis for the Fire and Police departments is attached (**Attachment B**). The Public Safety Departments Overtime Analysis Fiscal Years 2018 through

2020 compares the net overtime cost for the Fire and Police Departments for FY 2018, FY 2019, and the first six months of FY 2020. Net overtime costs represent the Public Safety Departments' modified overtime budgets offset with revenue received to fund overtime along with vacancy savings that are being covered by overtime expenditures. Overtime expenditures for each department are discussed in further detail below.

As of December 31, 2019, the Police Department expended \$1.5 million or 81.6 percent of its annual overtime budget, which is commensurate with the \$1.4 million expended or 81.5 percent of the FY 2019 Adopted overtime budget of \$1.8 million during the same period in FY 2019. Vacancies in the Police Department currently for FY 2020 (approximately 26 vacancies of four months or more) are also commensurate to FY 2019 (approximately 24 vacancies of at least six months) through the same time period. During the first half of FY 2020 the Police Department had 13 personnel on workers' compensation paid leave, which is higher than the number of positions on workers' compensation paid leave (five) for during the same period in FY 2019. After adjustments for the department vacancies during this time, the net overtime cost is approximately \$0.4 million.

As of December 31, 2019, the Fire Department expended \$1.3 million or 80.0 percent of the FY 2020 Adopted overtime budget, which is less than the \$1.7 million expended for the same period in FY 2019. During the first half of FY 2020 the Fire Department had seven personnel on workers' compensation paid leave and only one vacancy, which is half the number of positions on workers' compensation paid leave (14) and a fraction of the number of vacancies (seven) at the mid-year point of FY 2019 respectively.

City-provided fire protection services to Stanford are also a factor. Beginning in FY 2019, a flat rate agreement was approved that is based on allocated costs to each fire station and the resources it uses, including estimates for overtime ([CMR 9393](#)). Because the rates are inclusive of all services including special event services, the assumptions for overtime reimbursement are not included in the net overtime calculations and will be removed from future reporting. After adjusting for vacancies being backfilled with overtime, the net overtime cost is approximately \$1.2 million.

Budget Stabilization Reserve

The General Fund Budget Stabilization Reserve is anticipated to be at \$44.5 million. This figure reflects the actual FY 2019 year-end financial reporting as outlined in [CMR 10892 Discussion and Recommendation to Approve the FY 2019 Comprehensive Annual Financial Report \(CAFR\) and Approve Budget Amendments in Various Funds](#), City Council approved BAO's approved subsequent to the budget adoption through December 31, 2019, and the recommended actions included in this report. This level is 19.3 percent of the FY 2020 Adopted Budget for General Fund expenses, which is above the City Council's target level of 18.5 percent.

The majority of the budget actions recommended in this report are to align appropriations with

current year performance or to technically correct appropriations that were inadvertently misstated or omitted in the FY 2020 Adopted Budget. In limited instances, adjustments are recommended for urgent and unanticipated needs.

Recommended budget adjustments are generally grouped into four types of transactions: new requests, reimbursements and grants, previous City Council direction, and technical clean-ups. These adjustments are outlined below and detailed more in **Attachment A**:

– **Time-Sensitive new requests**

Fire Department Overtime: \$300,000 to mitigate higher than estimated overtime expenses related to the replacement of Medic 61 with additional cross-staffing. This service delivery change was budgeted to begin in January 2020; however, there have been delays in the implementation causing the need to continue staffing Medic 61 operations which is staffed with overtime. Funding for this action is recommended to come from the Budget Operational Reserve that was established as part of the FY 2020 Adopted Budget. This action will not impact the Budget Stabilization Reserve funding level.

FY 2016 Ground Emergency Medical Transport (GEMT) Audit Repayment: \$232,700 to repay the State for unallowable GEMT expenses incurred in FY 2016 that were reimbursed to the City. The reimbursement methodology for GEMT was refined to only include allowable expenses in future years, this is the final payment to complete the reconciliation to allowable expenses.

Outside Counsel for Airplane Noise: \$90,000 for advisory legal counsel to assist the City Attorney's Office with research, analysis, and consideration of legal options related to Federal Aviation Administration management of airspace and associated environmental review, public communication, disclosure, and engagement processes during FY 2020, as directed by the City Council.

– **Reimbursements and Grants**: This type of request normally has a net-zero impact.

SB 2 Planning Grant: \$310,000 from the California Department of Housing and Community Development to implement process improvements that accelerate housing production and develop guidelines, prototypes, and resources to equip homeowners undertaking construction of Accessory Dwelling Units.

Public Safety Strike Team Reimbursements: \$114,000 in revenue for reimbursements that have been confirmed from the State of California, and a corresponding increase to the Fire Department's overtime budget for deployment of public safety personnel on strike teams.

Palo Alto Art Center Foundation Grant and Donation Funding: A total of \$89,616 in grant funding (\$48,854) and donations (\$40,762) is being recognized to fund the cost of part-time staffing at the Art Center to support programs such as the Working Together Initiative, Project Look, and Cultural Kaleidoscope.

Silicon Valley Regional Interoperability Authority (SVRIA) Radio Service Fees: \$44,601 in reimbursement from the Stanford University Department of Public Safety (DPS) for their portion of the SVRIA radio service fees, which the Police Department facilitates for the City and Stanford DPS.

– **Prior City Council Direction / Clean-ups:**

City Manager Employment Contract: \$4.0 million to execute the updated terms of the employment agreement with the City Manager to provide up to \$3 million in a City contribution and up to a \$1 million loan with the employee to facilitate the purchase of a permanent residence in the corporate bounds of Palo Alto. This action was approved by the City Council on December 17, 2019 in [CMR 10925](#).

Supplemental Pension Contributions: \$3.5 million for additional contributions to the City's irrevocable Section 115 Pension Trust Fund as approved by the City Council as part of the approval of the FY 2019 CAFR [CMR 10892](#).

Transfer to Capital Fund for Infrastructure Projects: \$3.5 million for infrastructure improvement projects as approved by the City Council as part of the approval of the FY 2019 CAFR [CMR 10892](#).

Animal Shelter Transition to Pets in Need (PIN): \$90,000 for payments to PIN for start-up costs (\$50,000) and construction delay penalties (\$40,000) that were approved by the City Council on November 26, 2018 in [CMR 9822](#) but were not reappropriated from FY 2019 into FY 2020.

General Liability and Workers' Compensation Costs: \$1.4 million to fund the actuarial based future costs for General Liability (\$982,390) and Workers' Compensation (\$408,053) to ensure the City is appropriately funding these areas where costs are projected to increase. The need for this additional funding to be included as part of the FY 2020 Midyear Reports was discussed and reserved in the FY 2019 CAFR [CMR 10892](#). Further explanation of these actions is provided in the Internal Service Funds section of this report.

Transfer to Capital Fund for Infrastructure Projects: A projected \$1.4 million decrease in Transient Occupancy Tax (TOT) revenue, that is part of the net revenue increase discussed below, will cause a decrease in the transfer to the Capital Improvement Fund. Based on previous Council direction, 3.5 percent of TOT revenue plus TOT revenue from

hotels built after 2015 has been earmarked to fund infrastructure project costs in the Capital Improvement Fund.

Treasury Revenue Projections: A net \$649,340 increase for various revenue categories based on trends experienced through the first half of FY 2020. These adjustments were also reported to the City Council as part of the FY 2019 CAFR [CMR 10892](#) and the most recent Long Range Financial Forecast (LRFF) update presented to Council in February 2020 ([CMR 10949](#)). Since presentation of the CAFR and LRFF, staff has updated the tax revenue forecast and the latest projections are incorporated in the proposed midyear adjustment.

Cubberley Community Center Lease Reconciliation: \$153,544 will true up lease payments to the Palo Alto Unified School District (PAUSD) for the Cubberley Community Center that were underpaid in calendar year 2018. During the negotiations with PAUSD to extend the lease agreement at Cubberley beyond December 2019, this inadvertent error was found, and this action ensures the new lease agreement starts clean without any outstanding disputes or calculation variances.

Equity Transfer from the Gas and Electric Funds: A net \$159,000 reduction in the equity transfer from the Gas Fund (decrease of \$164,000) and the Electric Fund (increase of \$5,000) will reconcile the transfer amounts based on the capital assets in these funds reported in the FY 2019 CAFR as of June 30, 2019. This action is done annually to reconcile the equity transfer to the CAFR from the previous year.

Other Adjustments: A transfer to the Electric Fund totaling \$33,210 for tree maintenance (Canopy contract) is no longer necessary since the budget for this contract is now in the General Fund. Further discussion is below in the Electric Fund section.

Enterprise Funds

Similar to actions recommended in the General Fund, staff is recommending actions in the City's other fund categories related to supplemental pension contributions and increased costs for General Liability and Worker's Compensation. Adjustments in the Enterprise Funds for supplemental pension contributions total \$1.4 million and General Liability and Worker's Compensation adjustments total \$746,000. Details of these actions by fund can be found in Attachment A, Exhibit 1 of this report. Other adjustments in these funds, not related to the general benefits adjustments above are discussed below.

Electric Fund

Transfers to Electric Fund: \$33,210 reduction to revenues received from the General Fund for the Canopy Contract is recommended to align the budget with where actuals are charged. The Utilities Department formerly managed the Canopy Contract for tree maintenance work related to streetlights and costs were reimbursed through a transfer.

However, the contract now charges the General Fund directly, so the transfer is no longer necessary.

Equity Transfer to the General Fund: As is customary, an adjustment to the Equity Transfer is recommended to align with the capital assets reported in these funds in the FY 2019 CAFR as of June 30, 2019. The transfer from the Electric Fund will increase by \$5,000.

Gas Fund

Equity Transfer to the General Fund: As is customary, an adjustment to the Equity Transfer is recommended to align with the capital assets reported in these funds in the FY 2019 CAFR as of June 30, 2019. The transfer from the Gas Fund will decrease by \$164,000.

Internal Service Funds

General Benefits Fund: \$5.2 million for additional contributions to the City's irrevocable Section 115 Pension Trust Fund. This action was approved by the City Council as part of the FY 2019 CAFR and included an additional General Fund contribution of \$3.5 million to the Pension Trust Fund ([CMR 10892](#)) that is administered by the Public Agency Retirement Services (PARS). An additional \$1.7 million is recommended from other funds to maintain the current practice of aligning Enterprise, Internal Service, and Special Revenue Fund contributions with the General Fund. This would bring the total contribution to approximately \$27.2 million (\$17.8 million of which is from the General Fund) since the PARS Trust was established in FY 2017. Contributions to the Pension Trust Fund flow through the General Benefits Fund. Therefore, corresponding actions to transfer funding from the various funds into the General Benefits Fund are included in this report. A detailed presentation of this action is included in Attachment A, Exhibit 5.

General Liability Insurance and Workers' Compensation Adjustments: Departments citywide are charged for general liability and workers compensation based on an actuarial analysis of the City's costs and their respective utilization. In August 2019 an updated actuarial analysis estimated costs for the City's general liability and workers compensation that have been incurred but not reported (IBNR) at \$5.0 million higher than budgeted; \$3.0 million in the General Liability Fund and \$2.0 million in the Workers' Compensation Fund. The additional liability expense was fully recognized in the General Liability and Workers' Compensation Funds in FY 2019. A total of \$950,000 (\$518,000 in the General Fund) was collected from departments as part of the FY 2019 year end process to partially adjust for this increase and ensure positive fund balance in the General Liability Fund. Actions recommended in this report, as approved by the City Council in the FY 2019 CAFR staff report, adjust for the remainder of liability to the extent necessary to maintain a positive fund balance – 1) \$1.8 million (\$982,000 in the

General Fund) in the General Liability Insurance Fund, and 2) \$600,000 (\$408,000 in the General Fund) in the Workers' Compensation Fund. Corresponding actions to distribute these costs are included in this report and detailed in Attachment A, Exhibits 3 and 4.

Property Loss and Umbrella Excess Insurance: The City's General Liability Program provides funding to cover property and various other insurance policies for City-owned equipment and machinery. The premium cost for insurance is assessed at the beginning of the fiscal year. Due to events such as the wildfires in California, claims are higher than anticipated and premiums have increased by \$50,000 for property loss insurance (from \$208,000 to \$258,000) and \$216,000 for umbrella excess insurance (from \$1.15 million to \$1.36 million).

Capital Improvement Program Budget

Overall, most Capital Improvement projects are anticipated to remain within budgeted levels in FY 2020. Adjustments to the City's 2020 Capital Improvement Plan for a limited number of projects are noted in Attachment A, Exhibit 2, with specific project adjustments described as well. CIP changes fall into two basic categories: 1) projects that have been delayed and can have their appropriations reduced, and 2) projects that need additional funding due to unanticipated costs that were not assumed as part of the FY 2020 Adopted Capital Budget. The program costs recommended in this report are described below and detailed in Attachment A, Exhibit 2.

Capital Improvement Fund

Transfer from the General Fund: \$2,060,527 net increase in revenues from a General Fund transfer to the Capital Improvement Fund for infrastructure improvement projects. General Fund savings for infrastructure improvement projects were identified as part of the approval of the FY 2019 CAFR ([CMR 10892](#)) in the amount of \$3.5 million. However, a projected \$1,439,473 decrease in FY 2020 Transient Occupancy Tax (TOT) revenue will partially offset the increased transfer of the FY 2019 savings, resulting in a net transfer amount of \$2,060,527.

Electric Fund

Rebuild Underground District 20 (EL-14002): \$1,350,000 decrease in expenses from project timeline pushed out due to ongoing negotiations with stakeholders on a related rebuild project, limited staffing resources in the Electric Engineering and Operating Divisions, higher contract constructions costs, and competing project priorities. This project will be pushed out by two to four years.

Colorado/Hopkins System Improvement (EL-15000): \$518,000 decrease in expenses from project timeline being pushed out due to dependency on the completion of another project (Colorado Power Station EL-19001), limited staffing resources in the Electric Engineering and Operating Divisions, higher contract constructions costs, and

competing project priorities. This project will be pushed out by two to four years.

Rebuild Underground District 26 (EL-16000): \$488,042 decrease in expenses from project timeline pushed out due to limited staffing resources in the Electric Engineering and Operating Divisions, higher contract constructions costs, and competing project priorities. This project will be pushed out by two to four years

Rebuild Underground District 30 (EL-19003): \$356,000 decrease in expenses from project timeline pushed out due to limited staffing resources in the Electric Engineering and Operating Divisions, higher contract constructions costs, and competing project priorities. This project will be pushed out by two to four years

Hopkins Substation 4/12kV Conversion (EL-20000): \$100,000 decrease in expenses from project timeline pushed out due to limited staffing resources in the Electric Engineering and Operating Divisions, higher contract constructions costs, and competing project priorities. This project will be pushed out by two to four years

Capacitor Bank Installation (EL-16002): \$300,000 increase to complete the project by purchasing and installing additional capacitor bank equipment at the two remaining substations. The new equipment will provide the power factor necessary for the main supply point in accordance to the agreement with the Northern California Power Association (NCPA). This project is expected to be completed in FY 2021.

Colorado Power Station (EL-19001): \$1,000,000 increase to cover internal staff time required to complete the transformer replacement of COP-2 at the Colorado Power Station. These expense increases were the unexpected result of the transformer being damaged, which increased the project scope from refurbishment to replacement of large equipment.

Wastewater Treatment Fund

Advanced Water Purification Facility (WQ-19003): \$8,000,000 decrease in revenues and expenses due to delays finalizing the recycled water agreement between Palo Alto, Mountain View, and Valley Water (Santa Clara Valley Water District). The timeline for negotiating getting the agreement through the approval process for all agencies involved took longer than anticipated. Construction is now anticipated to begin FY 2022.

Other Notable Adjustments

In accordance with the City's 2020 minimum wage ordinance and applicable bargaining terms, staff has amended the salary schedules of two employee groups, Services Employees International Union–Hourly (SEIU–H) group and the Limited Hourly (HRLY) group. The increases will retroactively take into effect January 1st and increase pay rates for 81 employees and pay structures of 11 classifications within the SEIU–H group and 12 classifications in the HRLY group.

Details of these changes can be seen in **Attachments C and D**.

Stakeholder Engagement

The Office of Management and Budget coordinated with other City Departments and the City Manager's Office to bring forward the changes recommended in this report.

Resource Impact

Approval of the attached transactions is required to amend the FY 2020 budget appropriation ordinance. With the approval of these amendments, the projected ending balance of the General Fund Budget Stabilization Reserve remains above the City Council recommended level of 18.5 percent.

The projected changes to the fund balance for all other funds including Enterprise Funds, Internal Services Funds, Special Revenue Funds, and Capital Funds are outlined in Attachment A and accompanying exhibits.

Policy Implications

These recommendations are consistent with existing City policies.

Environmental Assessment

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

Attachments:

- Attachment A - FY 2020 Mid-Year Adjustments for CMR
- Attachment B - Public Safety Overtime Analysis Q2 2020
- Attachment C - Amended SEIU Hourly Salary Schedule 2018-2021
- Attachment D - Amended Limited Hourly Salary Schedule 2018 - 2020

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET

Department		Revenues Adjustment	Expenses Adjustment
GENERAL FUND			
<i>Community Services</i>	<p>Institute of Museum & Library Services (IMLS) Grant Revenue/Art Center Part-Time Staffing</p> <p>This action recognizes IMLS grant revenue that is passed through the Palo Alto Art Center Foundation to the City to fund part-time intern staffing expenses for the Working Together Initiative. This will ensure that staff supporting the Art Center are City employees, minimizing risk while supporting the Art Center's programs.</p>	\$ 48,854	\$ 48,854
<i>Community Services</i>	<p>Palo Alto Art Center Foundation Donation Revenue/Art Center Part-Time Staffing</p> <p>This action recognizes revenue for the Palo Alto Art Center Foundation to fund a part-time City staff member for the Project Look and Cultural Kaleidoscope initiatives. This will ensure that staff supporting the Art Center are City employees, minimizing risk while supporting the Art Center's programs.</p>	\$ 40,762	\$ 40,762
<i>Fire Department</i>	<p>Overtime Adjustment</p> <p>This action appropriates additional funding for the Fire Department for Overtime. The FY 2020 budget included a reduction of \$318,000 in Overtime Expenses associated with the replacement of Medic 61 with additional cross-staffing for six months. It was anticipated that this would begin in January 2020. However, there have been delays in the implementation of this service delivery change. The Fire Department has proactively worked to manage their overtime budget, but additional funding to increase the Overtime Budget from \$1.7 million to \$2.0 million is recommended for FY 2020.</p>	\$ -	\$ 300,000
<i>Fire Department</i>	<p>Ground Emergency Medical Transport (GEMT) Audit Repayment</p> <p>This action completes the repayment to the GEMT program associated with inadvertently including unallowable expenses. As a result of a GEMT audit in FY 2017, the City refined its reimbursement methodology to include only allowable expenses. The City has paid the state for unallowable expenses for all prior years, but just recently received the final audit for FY 2016.</p>	\$ -	\$ 232,700

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET

Department		Revenues Adjustment	Expenses Adjustment
GENERAL FUND			
<i>Fire Department</i>	<p>Revenue from the State of California/Strike Team Reimbursement</p> <p>This cost neutral action recognizes additional revenues and corresponding Overtime expenses associated with the deployment of strike teams. To date, the Fire Department has deployed three strike teams through FY 2020, including the Kinkade fire and two pre-positioning teams. The Fire Department will return as part of the FY 2020 Year-End process if it deploys additional strike teams through the remainder of the year.</p>	\$ 114,000	\$ 114,000
<i>Fire Department</i>	<p>Revenue from the State of California/Quality Assurance Fee Reimbursement</p> <p>This cost neutral action recognizes additional revenues and expenses of \$5,000 reflecting the new State Quality Assurance Fee Tax. The City is required to pay the tax to the state, but then receives reimbursement as well as an additional portion associated with federal reimbursement. The Fire Department will analyze the ongoing revenue and expense adjustments necessitated by this new tax and return for further appropriation authority as appropriate.</p>	\$ 5,000	\$ 5,000
<i>Library Department</i>	<p>Revenue from Other Agency/Minecraft Grant</p> <p>This action adjusts the \$29,635 Minecraft grant that was reappropriated from FY 2019 to FY 2020. Only \$17,160 in qualified expenses were needed to complete the work related to the grant, so this action will adjust anticipated revenue and expense to align with the actual reimbursable grant spending in FY 2020.</p>	\$ (12,475)	\$ (12,475)
<i>Library Department</i>	<p>Revenue from Other Agency/Python Foundation Robot Grant</p> <p>This action increases Revenue from Other Agencies by \$1,600 based on receipt of a grant to offset staff time costs to code the Library's robot with python code for an educational community program.</p>	\$ 1,600	\$ 1,600
<i>Non-Departmental</i>	<p>Outside Counsel for Airplane Noise</p> <p>This action increases funding from \$100,000 to \$190,000 in FY 2020 for research, analysis, and consideration of legal options to advocate for the City's goals to mitigate the impacts of airplane noise on the community. Continuing work is needed to address Federal Aviation Administration management of airspace and associated environmental review, public communication, disclosure, and engagement processes.</p>	\$ -	\$ 90,000

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET

Department		Revenues Adjustment	Expenses Adjustment
GENERAL FUND			
<i>Planning & Development Services</i>	<p>Revenue from the State of California/SB 2 Planning Grant</p> <p>This action increases grant revenues by \$310,000 for a reimbursable grant from the California Department of Housing and Community Development (HDC) to implement plans and process improvements that accelerate housing production and streamline housing approvals. This funding will be used to develop guidelines, prototypes, and resources to equip homeowners undertaking construction of an Accessory Dwelling Unit (ADU) and to modify guidelines in PAMC Title 18 to align with recent housing legislation.</p>	\$ 310,000	\$ 310,000
<i>Police</i>	<p>Revenue from Other Agency/Silicon Valley Regional Interoperability Authority (SVRIA) Radio Service Fees</p> <p>This action increases the expense estimate for radio service charges incurred by the Police Department on behalf of the Stanford University Department of Public Safety (DPS). The Police Department facilitates the collection of radio service fees from associated City departments as well as Stanford DPS. A corresponding increase in revenue is recommended to recognize reimbursement received from Stanford.</p>	\$ 44,601	\$ 44,601

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET

Department		Revenues Adjustment	Expenses Adjustment
GENERAL FUND			
<u>TECHNICAL ADJUSTMENTS</u>			
<i>City Manager</i>	<p>Transfer to Electric Fund for Canopy Contract This action eliminates a General Fund transfer to the Electric Fund for costs related to the Canopy contract. This contract for tree maintenance work was previously managed by the Utilities Department; however, it's now managed by the Public Works Tree Maintenance division in the General Fund, so the transfer is no longer needed.</p>	\$ -	\$ (2,039)
<i>Community Services</i>	<p>Animal Shelter Transition to Pets in Need This action increases the expenses for additional payments to the animal shelter non-profit operator, Pets in Need (PIN) that were not included as part of the FY 2020 Adopted Budget. The funding consists of contractually obligated 'start-up' costs (\$50,000) and construction delay penalties (\$40,000) incurred by the City due to unfinished construction projects at the animal shelter.</p>	\$ -	\$ 90,000
<i>Community Services</i>	<p>Transfer to Electric Fund for Canopy Contract This action eliminates a General Fund transfer to the Electric Fund for costs related to the Canopy contract. This contract for tree maintenance work was previously managed by the Utilities Department; however, it's now managed by the Public Works Tree Maintenance division in the General Fund, so the transfer is no longer needed.</p>	\$ -	\$ (6,990)
<i>Non-Departmental</i>	<p>Transient Occupancy Tax Revenue/Transfer to the Capital Improvement Fund This action recognizes adjustments to estimates for the Transient Occupancy Tax (TOT) revenue category based on trends experienced through the first half of FY 2020. This adjustment was also reported to the City Council as part of the FY 2019 Comprehensive Annual Financial Report (CAFR). A reduction to the Transfer to the Capital Improvement Fund is also recommended, due to a portion of TOT revenue previously approved by the Council as dedicated funding to be transferred for infrastructure improvement projects.</p>	\$ (2,753,779)	\$ (1,439,173)
<i>Non-Departmental</i>	<p>Property Tax Revenue This action recognizes adjustments to estimates for the Property Tax revenue category based on trends experienced through the first half of FY 2020. This adjustment was also reported to the City Council as part of the FY 2019 Comprehensive Annual Financial Report (CAFR).</p>	\$ 1,942,000	\$ -

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET

Department		Revenues Adjustment	Expenses Adjustment
GENERAL FUND			
<i>Non- Departmental</i>	<p>Sales Tax Revenue This action recognizes adjustments to estimates for the Sales Tax revenue category based on trends experienced through the first half of FY 2020. This adjustment was also reported to the City Council as part of the FY 2019 Comprehensive Annual Financial Report (CAFR).</p>	\$ 1,738,559	\$ -
<i>Non- Departmental</i>	<p>Documentary Transfer Tax Revenue This action recognizes adjustments to estimates for the Documentary Transfer Tax revenue category based on trends experienced through the first half of FY 2020. This adjustment was also reported to the City Council as part of the FY 2019 Comprehensive Annual Financial Report (CAFR).</p>	\$ (268,507)	\$ -
<i>Non- Departmental</i>	<p>Equity Transfer from the Electric and Gas Funds This action results in a net decrease of \$159,000 to the General Fund for the Equity Transfer. The net decrease of \$159,000 in the Equity Transfer is the result of the amount from the Electric Fund increasing by \$5,000 and the amount from the Gas Fund decreasing by \$164,000 to true-up transfers in alignment with the capital assets in these funds reported in the FY 2019 Comprehensive Annual Financial Report (CAFR) as of June 30, 2019.</p>	\$ (159,000)	\$ -
<i>Non- Departmental</i>	<p>Utility Users Tax Revenue This action recognizes adjustments to estimates for the Utility Users Tax revenue category based on trends experienced through the first half of FY 2020. This adjustment was also reported to the City Council as part of the FY 2019 Comprehensive Annual Financial Report (CAFR).</p>	\$ (8,933)	\$ -
<i>Non- Departmental</i>	<p>City Manager Employment Contract This action executes the terms of the employment agreement for the City Manager providing up to \$3 million in a City contribution and up to a \$1 million loan with the employee to facilitate the purchase of a permanent residence in the corporate bounds of Palo Alto. This action was approved by the City Council on December 17, 2019 in CMR 10925. In the Year-End memo (CMR 10644), a reserve of \$2.9 million was set aside from the sale of the previous City Manager's home, which partially offsets this action.</p>	\$ -	\$ 4,000,000

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET

Department		Revenues Adjustment		Expenses Adjustment
GENERAL FUND				
<i>Non- Departmental</i>	Transfer to the Capital Improvement Fund General Fund savings identified in Fiscal Year 2019 (\$3.5M) will be transferred to the Capital Improvement Fund for infrastructure improvement projects as approved by the City Council as part of the FY 2019 Comprehensive Annual Financial Report (CAFR).	\$	-	\$ 3,500,000
<i>Non- Departmental</i>	Media Center Operations This action is a technical correction related to CMR 11006 that was approved by the City Council on January 27, 2020. Funding appropriated for Media Center Operations in the Technology Fund in the CMR, should've been appropriated in the General Fund. This action along with corresponding actions in the Technology Fund will allow the City to grant funding to the Media Center for operating costs and use Public Education and Government Access (PEG) funding for the City Council Chambers Upgrade project (TE-19001).	\$	-	\$ 511,536
<i>Non- Departmental</i>	Transfer to the Technology Fund This action is a technical correction related to CMR 11006 that was approved by the City Council on January 27, 2020. Reducing the annual transfer to the Technology Fund (Technology Surcharge) will allow the funding to be reallocated for Media Center Operations costs as described above.	\$	-	\$ (511,536)
<i>Non- Departmental</i>	Cubberley Community Center Lease with Palo Alto Unified School District (PAUSD) Reconciliation This action will true up lease payments to PAUSD for the Cubberley Community Center that were underpaid in calendar year 2018. During the negotiations with PAUSD to extend the lease agreement at Cubberley beyond December 2019, the City Attorney's Office recommended payment of past due lease costs to PAUSD in order to move forward in good standing with the lease extension.	\$	-	\$ 153,544
<i>Planning and Development Services</i>	Transfer to Electric Fund for Canopy Contract This action eliminates a General Fund transfer to the Electric Fund for costs related to the Canopy contract. This contract for tree maintenance work was previously managed by the Utilities Department; however, it's now managed by the Public Works Tree Maintenance division in the General Fund, so the transfer is no longer needed.	\$	-	\$ (7,607)

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET

Department		Revenues Adjustment	Expenses Adjustment
GENERAL FUND			
<i>Public Works</i>	Transfer to Electric Fund for Canopy Contract This action eliminates a General Fund transfer to the Electric Fund for costs related to the Canopy contract. This contract for tree maintenance work was previously managed by the Utilities Department; however, it's now managed by the Public Works Tree Maintenance division in the General Fund, so the transfer is no longer needed.	\$ -	\$ (16,574)
<i>Various</i>	General Liability Insurance Adjustment This action reflects the combined impact from adjustments to allocated charge for general liability insurance as discussed in the Internal Service Fund section of this Exhibit and outlined in Attachment A, Exhibit 3.	\$ -	\$ 982,390
<i>Various</i>	Transfer to the General Benefits Fund for Supplemental Pension Contributions As approved by the City Council as part of the FY 2019 Comprehensive Annual Financial Report (CAFR), this action reflects the combined impact from adjustments to transfers for additional pension contributions as outlined in Attachment A, Exhibit 5.	\$ -	\$ 3,500,000
<i>Various</i>	Workers' Compensation Adjustment This action reflects the combined impact from adjustments to salary and benefit charges for workers' compensation as discussed in the Internal Service Fund section of this Exhibit and outlined in Attachment A, Exhibit 4.	\$ -	\$ 408,053
<i>Fund Balance</i>	Budget Operational Reserve This action decreases the Budget Operational Reserve that was established as part of the FY 2020 Adopted Budget from \$1.1 million to \$825,899 to fund the increase for overtime in the Fire Department.	\$ -	\$ (300,000)
<i>Fund Balance</i>	Adjustment to Fund Balance (Budget Stabilization Reserve) This action decreases the General Fund Budget Stabilization Reserve to offset the actions recommended in this report.	\$ -	\$ (10,993,964)
GENERAL FUND (102 & 103) SUBTOTAL		\$ 1,042,682	\$ 1,042,682

**CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
GENERAL FUND			
<u>PUBLIC SERVICES DONATION FUND (191)</u>			
<i>Police</i>	Donation Revenue /North County Gun Buyback Program	\$ 2,500	\$ 2,500
	This action recognizes a donation received from Mothers Against Murder to fund the Police Department's participation in Santa Clara County's North County Gun Buyback program and a corresponding increase to the expense appropriation.		
PUBLIC SERVICES DONATION FUND (191) SUBTOTAL		\$ 2,500	\$ 2,500

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET

Department		Revenues Adjustment	Expenses Adjustment
CAPITAL IMPROVEMENT FUNDS			
<u>CAPITAL IMPROVEMENT FUND (471)</u>			
<i>Capital</i>	Transfer from the General Fund This action is a net increase to the Transfer from the General Fund. General Fund savings identified in Fiscal Year 2019 (\$3.5 million) will be transferred to the Capital Improvement Fund for infrastructure improvement projects as approved by the City Council as part of the FY 2019 Comprehensive Annual Financial Report (CAFR). The transfer of savings is partially reduced by \$1,439,173 due to lower estimated Transient Occupancy Tax (TOT) revenue that was dedicated funding to be used for infrastructure improvement projects.	\$ 2,060,827	\$ -
<i>Capital</i>	General Liability Insurance Adjustment This action reflects the combined impact from adjustments to allocated charge for general liability insurance as outlined in Attachment A, Exhibit 3.	\$ -	\$ 104,239
<i>Capital</i>	Workers' Compensation Adjustment This action reflects the combined impact from adjustments to salary and benefit charges for workers' compensation as outlined in Attachment A, Exhibit 4.	\$ -	\$ 14,058
<i>Fund Balance</i>	Adjustment to Fund Balance (Infrastructure Reserve) This action increases the fund balance to offset adjustments recommended in this report.	\$ -	\$ 1,942,530
CAPITAL IMPROVEMENT FUND (471) SUBTOTAL		\$ 2,060,827	\$ 2,060,827
<u>CUBBERLY PROPERTY INFRASTRUCTURE FUND (472)</u>			
<i>Capital</i>	General Liability Insurance Adjustment This action reflects the combined impact from adjustments to allocated charge for general liability insurance as outlined in Attachment A, Exhibit 3.	\$ -	\$ 5,095
<i>Capital</i>	Workers' Compensation Adjustment This action reflects the combined impact from adjustments to salary and benefit charges for workers' compensation as outlined in Attachment A, Exhibit 4.	\$ -	\$ 657
<i>Fund Balance</i>	Adjustment to Fund Balance This action decreases the fund balance to offset adjustments recommended in this report.	\$ -	\$ (5,752)
CUBBERLY PROPERTY INFRASTRUCTURE FUND (472) SUBTOTAL		\$ -	\$ -

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET

Department		Revenues Adjustment	Expenses Adjustment
ENTERPRISE FUNDS			
<u>AIRPORT FUND (530)</u>			
<i>Public Works</i>	General Liability Insurance Adjustment This action reflects the combined impact from adjustments to allocated charge for general liability insurance as outlined in Attachment A, Exhibit 3.	\$ -	\$ 18,483
<i>Public Works</i>	Transfer to General Benefits Fund for Supplemental Pension Contribution As approved by the City Council as part of the FY 2019 Comprehensive Annual Financial Report (CAFR), this action reflects the combined impact from adjustments to transfers for additional pension contributions as outlined in Attachment A, Exhibit 5.	\$ -	\$ 21,359
<i>Public Works</i>	Workers' Compensation Adjustment This action reflects the combined impact from adjustments to salary and benefit charges for workers' compensation as outlined in Attachment A, Exhibit 4.	\$ -	\$ 2,385
<i>Fund Balance</i>	Adjustment to Fund Balance This action decreases the fund balance to offset adjustments recommended in this report.	\$ -	\$ (42,227)
AIRPORT FUND (530) SUBTOTAL		\$ -	\$ -

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET

Department		Revenues Adjustment	Expenses Adjustment
ENTERPRISE FUNDS			
<u>ELECTRIC FUND (513 & 523)</u>			
<i>Capital</i>	Capital Improvement Project Adjustments This action reflects the combined impact from adjustments to projects as outlined in Attachment A, Exhibit 2.	\$ -	\$ (1,512,042)
<i>Utilities</i>	Equity Transfer from the Electric Funds This action increases the Equity Transfer from the Electric Fund to the General Fund by \$5,000 in alignment with the capital assets reported in these funds in the FY 2019 Comprehensive Annual Financial Report (CAFR) as of June 30, 2019. The net result from this adjustment is a decrease of \$159,000 to the General Fund for the Equity Transfer from the Electric and Gas Funds by an increase of \$5,000 and decrease of \$164,000, respectively.	\$ -	\$ 5,000
<i>Utilities</i>	Transfer to Electric Fund for Canopy Contract This action eliminates the General Fund transfer to Electric fund for costs related to the Canopy contract, which was originally charged and managed by Utilities for tree maintenance work related to streetlights and later reimbursed via transfers from General Fund. The contract now directly charges the general fund so it's no longer necessary to perform a transfer.	\$ (33,210)	\$ -
<i>Utilities</i>	General Liability Insurance Adjustment This action reflects the combined impact from adjustments to allocated charge for general liability insurance as outlined in Attachment A, Exhibit 3.	\$ -	\$ 107,112
<i>Utilities</i>	Transfer to General Benefits Fund for Supplemental Pension Contribution As approved by the City Council as part of the FY 2019 Comprehensive Annual Financial Report (CAFR), this action reflects the combined impact from adjustments to transfers for additional pension contributions as outlined in Attachment A, Exhibit 5.	\$ -	\$ 442,695
<i>Utilities</i>	Workers' Compensation Adjustment This action reflects the combined impact from adjustments to salary and benefit charges for workers' compensation as outlined in Attachment A, Exhibit 4.	\$ -	\$ 46,602
<i>Fund Balance</i>	Adjustment to Fund Balance This action increases the fund balance to offset adjustments recommended in this report.	\$ -	\$ 877,423
ELECTRIC FUND (513 & 523) SUBTOTAL		\$ (33,210)	\$ (33,210)

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET

Department		Revenues Adjustment	Expenses Adjustment
ENTERPRISE FUNDS			
<u>FIBER OPTICS FUND (533)</u>			
<i>Utilities</i>	General Liability Insurance Adjustment This action reflects the combined impact from adjustments to allocated charge for general liability insurance as outlined in Attachment A, Exhibit 3.	\$ -	\$ 6,978
<i>Utilities</i>	Transfer to General Benefits Fund for Supplemental Pension Contribution As approved by the City Council as part of the FY 2019 Comprehensive Annual Financial Report (CAFR), this action reflects the combined impact from adjustments to transfers for additional pension contributions as outlined in Attachment A, Exhibit 5.	\$ -	\$ 34,102
<i>Utilities</i>	Workers' Compensation Adjustment This action reflects the combined impact from adjustments to salary and benefit charges for workers' compensation as outlined in Attachment A, Exhibit 4.	\$ -	\$ 3,036
<i>Fund Balance</i>	Adjustment to Fund Balance This action decreases the fund balance to offset adjustments recommended in this report.	\$ -	\$ (44,117)
FIBER OPTICS FUND (533) SUBTOTAL		\$ -	\$ -

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET

Department		Revenues Adjustment	Expenses Adjustment
ENTERPRISE FUNDS			
<u>GAS FUND (514 & 524)</u>			
<i>Utilities</i>	Equity Transfer from the Gas Fund This action decreases the Equity Transfer from the Gas Fund to the General Fund by \$164,000 in alignment with the capital assets reported in these funds in the FY 2019 Comprehensive Annual Financial Report (CAFR) as of June 30, 2019. The net result from this adjustment is a decrease of \$159,000 to the General Fund for the Equity Transfer from the Electric and Gas Funds by an increase of \$5,000 and decrease of \$164,000, respectively.	\$ -	\$ (164,000)
<i>Utilities</i>	General Liability Insurance Adjustment This action reflects the combined impact from adjustments to allocated charge for general liability insurance as outlined in Attachment A, Exhibit 3.	\$ -	\$ 45,748
<i>Utilities</i>	Transfer to General Benefits Fund for Supplemental Pension Contribution As approved by the City Council as part of the FY 2019 Comprehensive Annual Financial Report (CAFR), this action reflects the combined impact from adjustments to transfers for additional pension contributions as outlined in Attachment A, Exhibit 5.	\$ -	\$ 196,760
<i>Utilities</i>	Workers' Compensation Adjustment This action reflects the combined impact from adjustments to salary and benefit charges for workers' compensation as outlined in Attachment A, Exhibit 4.	\$ -	\$ 19,904
<i>Fund Balance</i>	Adjustment to Fund Balance This action decreases the fund balance to offset adjustments recommended in this report.	\$ -	\$ (98,412)
GAS FUND (514 & 524) SUBTOTAL		\$ -	\$ -

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET

Department		Revenues Adjustment	Expenses Adjustment
ENTERPRISE FUNDS			
<u>REFUSE FUND (525)</u>			
<i>Public Works</i>	General Liability Insurance Adjustment This action reflects the combined impact from adjustments to allocated charge for general liability insurance as outlined in Attachment A, Exhibit 3.	\$ -	\$ 50,840
<i>Public Works</i>	Transfer to General Benefits Fund for Supplemental Pension Contribution As approved by the City Council as part of the FY 2019 Comprehensive Annual Financial Report (CAFR), this action reflects the combined impact from adjustments to transfers for additional pension contributions as outlined in Attachment A, Exhibit 5.	\$ -	\$ 61,360
<i>Public Works</i>	Workers' Compensation Adjustment This action reflects the combined impact from adjustments to salary and benefit charges for workers' compensation as outlined in Attachment A, Exhibit 4.	\$ -	\$ 6,560
<i>Fund Balance</i>	Adjustment to Fund Balance This action decreases the fund balance to offset adjustments recommended in this report.	\$ -	\$ (118,760)
REFUSE FUND (525) SUBTOTAL		\$ -	\$ -

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET

Department		Revenues Adjustment	Expenses Adjustment
ENTERPRISE FUNDS			
<u>STORMWATER MANAGEMENT FUND (528)</u>			
<i>Public Works</i>	General Liability Insurance Adjustment This action reflects the combined impact from adjustments to allocated charge for general liability insurance as outlined in Attachment A, Exhibit 3.	\$ -	\$ 35,098
<i>Public Works</i>	Transfer to General Benefits Fund for Supplemental Pension Contribution As approved by the City Council as part of the FY 2019 Comprehensive Annual Financial Report (CAFR), this action reflects the combined impact from adjustments to transfers for additional pension contributions as outlined in Attachment A, Exhibit 5.	\$ -	\$ 55,677
<i>Public Works</i>	Workers' Compensation Adjustment This action reflects the combined impact from adjustments to salary and benefit charges for workers' compensation as outlined in Attachment A, Exhibit 4.	\$ -	\$ 4,529
<i>Fund Balance</i>	Adjustment to Fund Balance This action decreases the fund balance to offset adjustments recommended in this report.	\$ -	\$ (95,304)
STORMWATER MANAGEMENT FUND (528) SUBTOTAL		\$ -	\$ -

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET

Department		Revenues Adjustment	Expenses Adjustment
ENTERPRISE FUNDS			
<u>UTILITIES ADMINISTRATION FUND (521)</u>			
<i>Utilities</i>	General Liability Insurance Adjustment This action reflects the combined impact from adjustments to allocated charge for general liability insurance as outlined in Attachment A, Exhibit 3.	\$ -	\$ 19,657
<i>Utilities</i>	Transfer to General Benefits Fund for Supplemental Pension Contribution As approved by the City Council as part of the FY 2019 Comprehensive Annual Financial Report (CAFR), this action reflects the combined impact from adjustments to transfers for additional pension contributions as outlined in Attachment A, Exhibit 5.	\$ -	\$ 75,306
<i>Utilities</i>	Workers' Compensation Adjustment This action reflects the combined impact from adjustments to salary and benefit charges for workers' compensation as outlined in Attachment A, Exhibit 4.	\$ -	\$ 8,552
<i>Fund Balance</i>	Adjustment to Fund Balance This action decreases the fund balance to offset adjustments recommended in this report.	\$ -	\$ (103,515)
UTILITIES ADMINISTRATION FUND (521) SUBTOTAL		\$ -	\$ -

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET

Department		Revenues Adjustment	Expenses Adjustment
ENTERPRISE FUNDS			
<u>WASTEWATER TREATMENT FUND (526)</u>			
<i>Capital</i>	Capital Improvement Project Adjustments This action reflects the combined impact from adjustments to projects as outlined in Attachment A, Exhibit 2.	\$ (8,000,000)	\$ (8,000,000)
<i>Public Works</i>	General Liability Insurance Adjustment This action reflects the combined impact from adjustments to allocated charge for general liability insurance as outlined in Attachment A, Exhibit 3.	\$ -	\$ 241,073
<i>Public Works</i>	Transfer to General Benefits Fund for Supplemental Pension Contribution As approved by the City Council as part of the FY 2019 Comprehensive Annual Financial Report (CAFR), this action reflects the combined impact from adjustments to transfers for additional pension contributions as outlined in Attachment A, Exhibit 5.	\$ -	\$ 275,938
<i>Public Works</i>	Workers' Compensation Adjustment This action reflects the combined impact from adjustments to salary and benefit charges for workers' compensation as outlined in Attachment A, Exhibit 4.	\$ -	\$ 31,106
<i>Fund Balance</i>	Adjustment to Fund Balance This action decreases the fund balance to offset adjustments recommended in this report.	\$ -	\$ (548,117)
WASTEWATER TREATMENT FUND (526) SUBTOTAL		\$ (8,000,000)	\$ (8,000,000)

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET

Department		Revenues Adjustment	Expenses Adjustment
ENTERPRISE FUNDS			
<u>WASTEWATER COLLECTION FUND (527)</u>			
<i>Public Works</i>	General Liability Insurance Adjustment This action reflects the combined impact from adjustments to allocated charge for general liability insurance as outlined in Attachment A, Exhibit 3.	\$ -	\$ 25,199
<i>Public Works</i>	Transfer to General Benefits Fund for Supplemental Pension Contribution As approved by the City Council as part of the FY 2019 Comprehensive Annual Financial Report (CAFR), this action reflects the combined impact from adjustments to transfers for additional pension contributions as outlined in Attachment A, Exhibit 5.	\$ -	\$ 107,078
<i>Public Works</i>	Workers' Compensation Adjustment This action reflects the combined impact from adjustments to salary and benefit charges for workers' compensation as outlined in Attachment A, Exhibit 4.	\$ -	\$ 10,964
<i>Fund Balance</i>	Adjustment to Fund Balance This action decreases the fund balance to offset adjustments recommended in this report.	\$ -	\$ (143,241)
WASTEWATER COLLECTION FUND (527) SUBTOTAL		\$ -	\$ -
<u>WATER FUND (522)</u>			
<i>Public Works</i>	General Liability Insurance Adjustment This action reflects the combined impact from adjustments to allocated charge for general liability insurance as outlined in Attachment A, Exhibit 3.	\$ -	\$ 43,446
<i>Public Works</i>	Transfer to General Benefits Fund for Supplemental Pension Contribution As approved by the City Council as part of the FY 2019 Comprehensive Annual Financial Report (CAFR), this action reflects the combined impact from adjustments to transfers for additional pension contributions as outlined in Attachment A, Exhibit 5.	\$ -	\$ 179,952
<i>Public Works</i>	Workers' Compensation Adjustment This action reflects the combined impact from adjustments to salary and benefit charges for workers' compensation as outlined in Attachment A, Exhibit 4.	\$ -	\$ 18,902
<i>Fund Balance</i>	Adjustment to Fund Balance This action decreases the fund balance to offset adjustments recommended in this report.	\$ -	\$ (242,300)
WATER FUND (522) SUBTOTAL		\$ -	\$ -

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET

Department		Revenues Adjustment	Expenses Adjustment
INTERNAL SERVICE FUNDS			
<u>GENERAL BENEFITS FUND (687)</u>			
<i>Non-Departmental</i>	Supplemental Pension Contribution - Transfer from Other Funds/Pension Expense This action increases the revenue estimate and expense appropriation for additional contributions to the City's irrevocable Section 115 Pension Trust Fund. This action was approved by the City Council as part of the FY 2019 Comprehensive Annual Financial Report (CAFR) and reflects an additional General Fund contribution of \$3.5 million to the pension trust fund (CMR 10644). An additional \$1.7 million is recommended from other funds to maintain the current practice of aligning Enterprise, Internal Service, and Special Revenue Fund contributions with the General Fund. Corresponding actions are recommended in this report and detailed in Attachment A, Exhibit 5 to appropriately distribute costs across the City.	\$ 5,247,074	\$ 5,247,074
<i>Non-Departmental</i>	Adjustment to Fund Balance This action adjusts the fund balance to offset adjustments recommended in this report.	\$ -	\$ -
GENERAL BENEFITS FUND (687) SUBTOTAL		\$ 5,247,074	\$ 5,247,074
<u>GENERAL LIABILITIES INSURANCE FUND (689)</u>			
<i>Non-Departmental</i>	Charges to Other Funds This action increases the estimate for charges to other funds by \$1,800,000 (\$982,000 in the General Fund) due to an updated actuarial analysis in August 2019 for general liabilities that have been incurred but not reported (IBNR) being \$3.0 million higher than budgeted. A \$950,000 (\$518,000 in the General Fund) adjustment was made as part of the FY 2019 year end process to partially adjust for this increase. This action adjusts for the remainder of the liability as necessary to maintain a positive fund balance in FY 2020. Corresponding actions are recommended in this report and detailed in Attachment A, Exhibit 3 to appropriately distribute costs across the City.	\$ 1,800,000	\$ -
<i>Non-Departmental</i>	Property Loss Insurance Adjustment This action increases the estimate for property loss insurance due to premium increases being higher than anticipated, from \$208,000 to \$258,000.	\$ -	\$ 50,196
<i>Non-Departmental</i>	Umbrella Excess Liability Insurance Adjustment This action increases the estimate for umbrella excess liability insurance due to premium increases being higher than anticipated, from \$1.15 million to \$1.36 million.	\$ -	\$ 216,029
<i>Fund Balance</i>	Adjustment to Fund Balance This action increases the fund balance to offset adjustments recommended in this report.	\$ -	\$ 1,533,775
GENERAL LIABILITIES INSURANCE FUND (689) SUBTOTAL		\$ 1,800,000	\$ 1,800,000

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET

Department		Revenues Adjustment	Expenses Adjustment
INTERNAL SERVICE FUNDS			
<u>INFORMATION TECHNOLOGY FUND (682)</u>			
<i>Information Technology</i>	General Liability Insurance Adjustment This action reflects the combined impact from adjustments to allocated charge for general liability insurance as outlined in Attachment A, Exhibit 3.	\$ -	\$ 44,791
<i>Information Technology</i>	Transfer to General Benefits Fund for Supplemental Pension Contribution As approved by the City Council as part of the FY 2019 Comprehensive Annual Financial Report (CAFR), this action reflects the combined impact from adjustments to transfers for additional pension contributions as outlined in Attachment A, Exhibit 5.	\$ -	\$ 189,519
<i>Information Technology</i>	Workers' Compensation Adjustment This action reflects the combined impact from adjustments to salary and benefit charges for workers' compensation as outlined in Attachment A, Exhibit 4.	\$ -	\$ 14,697
<i>Information Technology</i>	Media Center Operations/Transfer from the General Fund This action is a technical correction related to CMR 11006 that was approved by the City Council on January 27, 2020. Funding appropriated for Media Center Operations in the Technology Fund in the CMR, should've been appropriated in the General Fund. This action along with corresponding actions in the General Fund will allow the City to grant funding to the Media Center for operating costs and use Public Education and Government Access (PEG) funding for the City Council Chambers Upgrade project (TE-19001).	\$ (511,536)	\$ (511,536)
<i>Fund Balance</i>	Adjustment to Fund Balance This action decreases the fund balance to offset adjustments recommended in this report.	\$ -	\$ (249,007)
INFORMATION TECHNOLOGY FUND (682) SUBTOTAL		\$ (511,536)	\$ (511,536)

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET

Department		Revenues Adjustment	Expenses Adjustment
INTERNAL SERVICE FUNDS			
<u>PRINTING & MAILING FUND (683)</u>			
<i>Administrative Services</i>	General Liability Insurance Adjustment This action reflects the combined impact from adjustments to allocated charge for general liability insurance as outlined in Attachment A, Exhibit 3.	\$ -	\$ 1,338
<i>Administrative Services</i>	Transfer to General Benefits Fund for Supplemental Pension Contribution As approved by the City Council as part of the FY 2019 Comprehensive Annual Financial Report (CAFR), this action reflects the combined impact from adjustments to transfers for additional pension contributions as outlined in Attachment A, Exhibit 5.	\$ -	\$ 4,574
<i>Administrative Services</i>	Workers' Compensation Adjustment This action reflects the combined impact from adjustments to salary and benefit charges for workers' compensation as outlined in Attachment A, Exhibit 4.	\$ -	\$ 524
<i>Fund Balance</i>	Adjustment to Fund Balance This action decreases the fund balance to offset adjustments recommended in this report.	\$ -	\$ (6,436)
PRINTING & MAILING FUND (683) SUBTOTAL		\$ -	\$ -
<u>VEHICLE REPLACEMENT AND MAINTENANCE FUND (681)</u>			
<i>Public Works</i>	General Liability Insurance Adjustment This action reflects the combined impact from adjustments to allocated charge for general liability insurance as outlined in Attachment A, Exhibit 3.	\$ -	\$ 48,002
<i>Public Works</i>	Transfer to General Benefits Fund for Supplemental Pension Contribution As approved by the City Council as part of the FY 2019 Comprehensive Annual Financial Report (CAFR), this action reflects the combined impact from adjustments to transfers for additional pension contributions as outlined in Attachment A, Exhibit 5.	\$ -	\$ 59,311
<i>Public Works</i>	Workers' Compensation Adjustment This action reflects the combined impact from adjustments to salary and benefit charges for workers' compensation as outlined in Attachment A, Exhibit 4.	\$ -	\$ 6,194
<i>Fund Balance</i>	Adjustment to Fund Balance This action decreases the fund balance to offset adjustments recommended in this report.	\$ -	\$ (113,506)
VEHICLE REPLACEMENT AND MAINTENANCE FUND (681) SUBTOTAL		\$ -	\$ -

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET

Department		Revenues Adjustment	Expenses Adjustment
INTERNAL SERVICE FUNDS			
<u>WORKERS' COMPENSATION FUND (688)</u>			
<i>Non-Departmental</i>	Charges to Other Funds This action increases the estimate for charges to other funds by \$600,000 (\$408,000 in the General Fund) due to an updated actuarial analysis in August 2019 for workers' compensation claims that have been incurred but not reported (IBNR) being \$2.0 million higher than budgeted. No adjustment was made as part of the FY 2019 year end process to adjust for this increase due to sufficient fund balance. This action adjusts for the remainder of the liability as necessary to maintain a positive fund balance in FY 2020. Corresponding actions are recommended in this report and detailed in Attachment A, Exhibit 4 to appropriately distribute costs across the City.	\$ 600,000	\$ -
<i>Non-Departmental</i>	Transfer to General Benefits Fund for Supplemental Pension Contribution As approved by the City Council as part of the FY 2019 Comprehensive Annual Financial Report (CAFR), this action reflects the combined impact from adjustments to transfers for additional pension contributions as outlined in Attachment A, Exhibit 5.	\$ -	\$ 5,203
<i>Fund Balance</i>	Adjustment to Fund Balance This action increases the fund balance to offset adjustments recommended in this report.	\$ -	\$ 594,797
WORKERS' COMPENSATION FUND (688) SUBTOTAL		\$ 600,000	\$ 600,000

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET

Department		Revenues Adjustment	Expenses Adjustment
SPECIAL REVENUE FUNDS			
<u>CALIFORNIA AVENUE FUND (237)</u>			
<i>Office of Transportation</i>	General Liability Insurance Adjustment This action reflects the combined impact from adjustments to allocated charge for general liability insurance as outlined in Attachment A, Exhibit 3.	\$ -	\$ 1,567
<i>Office of Transportation</i>	Transfer to General Benefits Fund for Supplemental Pension Contribution As approved by the City Council as part of the FY 2019 Comprehensive Annual Financial Report (CAFR), this action reflects the combined impact from adjustments to transfers for additional pension contributions as outlined in Attachment A, Exhibit 5.	\$ -	\$ 4,066
<i>Office of Transportation</i>	Workers' Compensation Adjustment This action reflects the combined impact from adjustments to salary and benefit charges for workers' compensation as outlined in Attachment A, Exhibit 4.	\$ -	\$ 300
<i>Fund Balance</i>	Adjustment to Fund Balance This action adjusts the fund balance to offset the actions recommended in this report.	\$ -	\$ (5,933)
CALIFORNIA AVENUE FUND (237) SUBTOTAL		\$ -	\$ -

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET

Department		Revenues Adjustment	Expenses Adjustment
SPECIAL REVENUE FUNDS			
<u>COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND (232)</u>			
<i>Planning & Development Services</i>	General Liability Insurance Adjustment This action reflects the combined impact from adjustments to allocated charge for general liability insurance as outlined in Attachment A, Exhibit 3.	\$ -	\$ 1,174
<i>Planning & Development Services</i>	Transfer to General Benefits Fund for Supplemental Pension Contribution As approved by the City Council as part of the FY 2019 Comprehensive Annual Financial Report (CAFR), this action reflects the combined impact from adjustments to transfers for additional pension contributions as outlined in Attachment A, Exhibit 5.	\$ -	\$ 288
<i>Planning & Development Services</i>	Workers' Compensation Adjustment This action reflects the combined impact from adjustments to salary and benefit charges for workers' compensation as outlined in Attachment A, Exhibit 4.	\$ -	\$ 159
<i>Temporary Salaries</i>	Adjustment to Temporary Salaries This action adjusts the temporary salaries to offset the actions recommended in this report.	\$ -	\$ (1,621)
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND (232) SUBTOTAL		\$ -	\$ -

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET

Department		Revenues Adjustment	Expenses Adjustment
SPECIAL REVENUE FUNDS			
<u>HOUSING IN-LIEU/RESIDENTIAL FUND (233)</u>			
<i>Planning & Development Services</i>	General Liability Insurance Adjustment This action reflects the combined impact from adjustments to allocated charge for general liability insurance as outlined in Attachment A, Exhibit 3.	\$ -	\$ 35
<i>Planning & Development Services</i>	Transfer to General Benefits Fund for Supplemental Pension Contribution As approved by the City Council as part of the FY 2019 Comprehensive Annual Financial Report (CAFR), this action reflects the combined impact from adjustments to transfers for additional pension contributions as outlined in Attachment A, Exhibit 5.	\$ -	\$ 477
<i>Planning & Development Services</i>	Workers' Compensation Adjustment This action reflects the combined impact from adjustments to salary and benefit charges for workers' compensation as outlined in Attachment A, Exhibit 4.	\$ -	\$ 5
<i>Fund Balance</i>	Adjustment to Fund Balance This action adjusts the fund balance to offset the actions recommended in this report.	\$ -	\$ (517)
HOUSING IN-LIEU/RESIDENTIAL FUND (233) SUBTOTAL		\$ -	\$ -

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET

Department		Revenues Adjustment	Expenses Adjustment
SPECIAL REVENUE FUNDS			
<u>HOUSING IN-LIEU/COMMERCIAL FUND (234)</u>			
<i>Planning & Development Services</i>	General Liability Insurance Adjustment This action reflects the combined impact from adjustments to allocated charge for general liability insurance as outlined in Attachment A, Exhibit 3.	\$ -	\$ 35
<i>Planning & Development Services</i>	Transfer to General Benefits Fund for Supplemental Pension Contribution As approved by the City Council as part of the FY 2019 Comprehensive Annual Financial Report (CAFR), this action reflects the combined impact from adjustments to transfers for additional pension contributions as outlined in Attachment A, Exhibit 5.	\$ -	\$ 477
<i>Planning & Development Services</i>	Workers' Compensation Adjustment This action reflects the combined impact from adjustments to salary and benefit charges for workers' compensation as outlined in Attachment A, Exhibit 4.	\$ -	\$ 5
<i>Fund Balance</i>	Adjustment to Fund Balance This action adjusts the fund balance to offset the actions recommended in this report.	\$ -	\$ (517)
HOUSING IN-LIEU/COMMERCIAL FUND (234) SUBTOTAL		\$ -	\$ -

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET

Department		Revenues Adjustment	Expenses Adjustment
SPECIAL REVENUE FUNDS			
<u>PUBLIC ART FUND (207)</u>			
<i>Community Services Department</i>	General Liability Insurance Adjustment This action reflects the combined impact from adjustments to allocated charge for general liability insurance as outlined in Attachment A, Exhibit 3.	\$ -	\$ 1,143
<i>Community Services Department</i>	Transfer to General Benefits Fund for Supplemental Pension Contribution As approved by the City Council as part of the FY 2019 Comprehensive Annual Financial Report (CAFR), this action reflects the combined impact from adjustments to transfers for additional pension contributions as outlined in Attachment A, Exhibit 5.	\$ -	\$ 4,818
<i>Community Services Department</i>	Workers' Compensation Adjustment This action reflects the combined impact from adjustments to salary and benefit charges for workers' compensation as outlined in Attachment A, Exhibit 4.	\$ -	\$ 404
<i>Fund Balance</i>	Adjustment to Fund Balance This action adjusts the fund balance to offset the actions recommended in this report.	\$ -	\$ (6,365)
PUBLIC ART FUND (207) SUBTOTAL		\$ -	\$ -

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET

Department		Revenues Adjustment	Expenses Adjustment
SPECIAL REVENUE FUNDS			
<u>RESIDENTIAL PARKING PERMIT (RPP) FUND (239)</u>			
<i>Office of Transportation</i>	General Liability Insurance Adjustment This action reflects the combined impact from adjustments to allocated charge for general liability insurance as outlined in Attachment A, Exhibit 3.	\$ -	\$ 5,756
<i>Office of Transportation</i>	Transfer to General Benefits Fund for Supplemental Pension Contribution As approved by the City Council as part of the FY 2019 Comprehensive Annual Financial Report (CAFR), this action reflects the combined impact from adjustments to transfers for additional pension contributions as outlined in Attachment A, Exhibit 5.	\$ -	\$ 8,093
<i>Office of Transportation</i>	Workers' Compensation Adjustment This action reflects the combined impact from adjustments to salary and benefit charges for workers' compensation as outlined in Attachment A, Exhibit 4.	\$ -	\$ 780
<i>Fund Balance</i>	Adjustment to Fund Balance This action adjusts the fund balance to offset the actions recommended in this report.	\$ -	\$ (14,629)
RESIDENTIAL PARKING PERMIT (RPP) FUND (239) SUBTOTAL		\$ -	\$ -

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET

Department		Revenues Adjustment	Expenses Adjustment
SPECIAL REVENUE FUNDS			
<u>UNIVERSITY AVENUE FUND (237)</u>			
<i>Office of Transportation</i>	General Liability Insurance Adjustment This action reflects the combined impact from adjustments to allocated charge for general liability insurance as outlined in Attachment A, Exhibit 3.	\$ -	\$ 10,802
<i>Office of Transportation</i>	Transfer to General Benefits Fund for Supplemental Pension Contribution As approved by the City Council as part of the FY 2019 Comprehensive Annual Financial Report (CAFR), this action reflects the combined impact from adjustments to transfers for additional pension contributions as outlined in Attachment A, Exhibit 5.	\$ -	\$ 13,694
<i>Office of Transportation</i>	Workers' Compensation Adjustment This action reflects the combined impact from adjustments to salary and benefit charges for workers' compensation as outlined in Attachment A, Exhibit 4.	\$ -	\$ 1,625
<i>Fund Balance</i>	Adjustment to Fund Balance This action adjusts the fund balance to offset the actions recommended in this report.	\$ -	\$ (26,121)
UNIVERSITY AVENUE FUND (237) SUBTOTAL		\$ -	\$ -

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 CAPITAL IMPROVEMENT PROGRAM

Title	Project Number	Revenues	Expenses	Comments
ELECTRIC FUND				
Rebuild Underground District 20	EL-14002	\$ -	\$ (1,350,000)	This action decreases the project budget by \$1,350,000 in FY2020, returning the funding to reserves to better align project timeline with available resources. Due to ongoing negotiations with stakeholders on a related rebuild project, limited staffing resources in Electric Engineering and Operation divisions, higher contract construction costs, and competing project priorities, this project will be delayed by two to four years.
Colorado/Hopkins System Improvement	EL-15000		\$ (518,000)	This action decreases the project budget by \$518,000 in FY2020, returning the funding to reserves to better align project timeline with available resources. Due to limited staffing resources in Electric Engineering and Operation divisions, higher contract construction costs, and competing project priorities, this project will be delayed by two to four years.
Rebuild Underground District 26	EL-16000		\$ (488,042)	This action decreases the project budget by \$488,042 in FY2020, returning the funding to reserves to better align project timeline with available resources. Due to limited staffing resources in Electric Engineering and Operation divisions, higher contract construction costs, and competing project priorities, this project will be delayed by two to four years.
Rebuild Underground District 30	EL-19003		\$ (356,000)	This action decreases the project budget by \$356,000 in FY2020, returning the funding to reserves to better align project timeline with available resources. Due to limited staffing resources in Electric Engineering and Operation divisions, higher contract construction costs, and competing project priorities, this project will be delayed by two to four years.

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 CAPITAL IMPROVEMENT PROGRAM

Title	Project Number	Revenues	Expenses	Comments
Hopkins Substation 4/12kV Conversion	EL-20000		\$ (100,000)	This action decreases the project budget by \$100,000 in FY2020, returning the funding to reserves to better align project timeline with available resources. Due to limited staffing resources in Electric Engineering and Operation divisions, higher contract construction costs, and competing project priorities, this project will be delayed by two to four years.
Capacitor Bank Installation	EL-16002	\$ -	\$ 300,000	This action increases the project budget by \$300,000. The additional funding will enable Utilities to complete installation of additional capacitor bank equipment at the remaining two substations. The completion of this project is required to maintain a power factor greater than 0.95 of its main supply point as part of its agreement with Northern California Power Association (NCPA). This project is expected to be completed in FY 2021
Colorado Power Station	EL-19001	\$ -	\$ 1,000,000	This action increases the project budget by \$1,00,000. The additional funding covers internal staff time required to install, test and inspect the new COP-2 transformer and high voltage circuit breaker at the Colorado Power Station. The additional funding increases the total project cost from \$3,300,000 to \$4,300,000. In addition, the City will be receiving approximately \$650,000 from an insurance claim, of which \$350,000 was received in Fiscal Year 2019. These expense increases were the unexpected result of the transformer being damaged, which then changed the project scope from refurbishment to replacement of large equipment. The average lifespan of this type of transformer is 40 to 50 years.
TOTAL ELECTRIC FUND PROJECT ADJUSTMENTS		\$ -	\$ (1,512,042)	

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 CAPITAL IMPROVEMENT PROGRAM

Title	Project Number	Revenues	Expenses	Comments
WASTEWATER TREATMENT FUND				
Advanced Water Purification Facility	WQ-19003	\$ (8,000,000)	\$ (8,000,000)	This action decreases the project revenue and expenses by \$8M due to delays finalizing the recycled water agreement between Palo Alto, Mountain View, and Valley Water (Santa Clara Valley Water District). This project is part of an inter-agency effort, with Valley Water a main source of revenue funding. The timeline for negotiating the agreement and getting the agreement through the approval process for all agencies involved took longer than anticipated. Construction is now anticipated to begin FY 2022.
TOTAL WASTEWATER TREATMENT FUND PROJECT ADJUSTMENTS		\$ (8,000,000)	\$ (8,000,000)	

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET

Fund	Department/ Fund	Title	Revenue	Expense	Comments
GENERAL FUND					
General Fund	Administrative Services	General Liability Insurance Adjustment	\$ -	\$ 44,049	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
General Fund	City Attorney	General Liability Insurance Adjustment	\$ -	\$ 20,688	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
General Fund	City Auditor	General Liability Insurance Adjustment	\$ -	\$ 8,321	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
General Fund	City Clerk	General Liability Insurance Adjustment	\$ -	\$ 7,863	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
General Fund	City Council	General Liability Insurance Adjustment	\$ -	\$ 1,494	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
General Fund	City Manager	General Liability Insurance Adjustment	\$ -	\$ 20,721	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
General Fund	Community Services	General Liability Insurance Adjustment	\$ -	\$ 108,499	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
General Fund	Fire	General Liability Insurance Adjustment	\$ -	\$ 107,406	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
General Fund	Human Resources	General Liability Insurance Adjustment	\$ -	\$ 33,430	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
General Fund	Library	General Liability Insurance Adjustment	\$ -	\$ 45,777	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
General Fund	Office of Emergency Services	General Liability Insurance Adjustment	\$ -	\$ 5,094	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
General Fund	Office of Transportation	General Liability Insurance Adjustment	\$ -	\$ 18,767	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
General Fund	Planning and Development Services	General Liability Insurance Adjustment	\$ -	\$ 132,360	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
General Fund	Police	General Liability Insurance Adjustment	\$ -	\$ 263,176	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
General Fund	Public Works	General Liability Insurance Adjustment	\$ -	\$ 164,745	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
GENERAL FUND SUBTOTAL			\$ -	\$ 982,390	

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET

Fund	Department/ Fund	Title	Revenue	Expense	Comments
CAPITAL FUNDS					
<i>Capital Improvement Fund</i>	471	General Liability Insurance Adjustment	\$ -	\$ 104,239	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
<i>Cubberley Property Infrastructure Fund</i>	472	General Liability Insurance Adjustment	\$ -	\$ 5,095	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
CAPITAL FUNDS SUBTOTAL			\$ -	\$ 109,334	
ENTERPRISE FUNDS					
<i>Airport Fund</i>	530	General Liability Insurance Adjustment	\$ -	\$ 18,483	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
<i>Electric Fund</i>	513 & 523	General Liability Insurance Adjustment	\$ -	\$ 107,112	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
<i>Fiber Optics Fund</i>	533	General Liability Insurance Adjustment	\$ -	\$ 6,978	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
<i>Gas Fund</i>	514 & 524	General Liability Insurance Adjustment	\$ -	\$ 45,748	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
<i>Refuse Fund</i>	525	General Liability Insurance Adjustment	\$ -	\$ 50,840	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
<i>Stormwater Management Fund</i>	528	General Liability Insurance Adjustment	\$ -	\$ 35,098	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
<i>Utilities Administration Fund</i>	521	General Liability Insurance Adjustment	\$ -	\$ 19,657	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
<i>Wastewater Treatment Fund</i>	526	General Liability Insurance Adjustment	\$ -	\$ 241,073	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
<i>Wastewater Collection Fund</i>	527	General Liability Insurance Adjustment	\$ -	\$ 25,199	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
<i>Water Fund</i>	522	General Liability Insurance Adjustment	\$ -	\$ 43,446	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
ENTERPRISE FUNDS SUBTOTAL			\$ -	\$ 593,634	
INTERNAL SERVICE FUNDS					
<i>Information Technology Fund</i>	682	General Liability Insurance Adjustment	\$ -	\$ 44,791	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
<i>Printing & Mailing Fund</i>	683	General Liability Insurance Adjustment	\$ -	\$ 1,338	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
<i>Vehicle Maintenance & Replacement Fund</i>	681	General Liability Insurance Adjustment	\$ -	\$ 48,002	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
INTERNAL SERVICE FUNDS SUBTOTAL			\$ -	\$ 94,131	

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET

Fund	Department/ Fund	Title	Revenue	Expense	Comments
SPECIAL REVENUE FUNDS					
<i>California Avenue Fund</i>	237	General Liability Insurance Adjustment	\$ -	\$ 1,567	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
<i>Community Development Block Grant (CDBG) Fund</i>	232	General Liability Insurance Adjustment	\$ -	\$ 1,174	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
<i>Housing In-Lieu/Residential Fund</i>	233	General Liability Insurance Adjustment	\$ -	\$ 35	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
<i>Housing In-Lieu/Commercial Fund</i>	234	General Liability Insurance Adjustment	\$ -	\$ 35	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
<i>Public Art Fund</i>	207	General Liability Insurance Adjustment	\$ -	\$ 1,143	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
<i>Residential Parking Permit (RPP) Fund</i>	239	General Liability Insurance Adjustment	\$ -	\$ 5,756	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
<i>University Avenue Fund</i>	236	General Liability Insurance Adjustment	\$ -	\$ 10,802	Adjustment to allocated charges for general liability insurance to align with increases experienced in FY 2019.
SPECIAL REVENUE FUNDS SUBTOTAL			\$ -	\$ 20,512	
TOTAL ADJUSTMENT			\$ -	\$ 1,800,000	

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET

Fund	Department/ Fund	Title	Revenue	Expense	Comments
GENERAL FUND					
General Fund	Administrative Services	Workers' Compensation Adjustment	\$ -	\$ 17,259	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
General Fund	City Attorney	Workers' Compensation Adjustment	\$ -	\$ 6,836	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
General Fund	City Auditor	Workers' Compensation Adjustment	\$ -	\$ 2,730	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
General Fund	City Clerk	Workers' Compensation Adjustment	\$ -	\$ 2,580	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
General Fund	City Council	Workers' Compensation Adjustment	\$ -	\$ 490	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
General Fund	City Manager	Workers' Compensation Adjustment	\$ -	\$ 6,799	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
General Fund	Community Services	Workers' Compensation Adjustment	\$ -	\$ 38,340	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
General Fund	Fire	Workers' Compensation Adjustment	\$ -	\$ 120,131	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
General Fund	Human Resources	Workers' Compensation Adjustment	\$ -	\$ 8,883	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
General Fund	Library	Workers' Compensation Adjustment	\$ -	\$ 16,058	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
General Fund	Office of Emergency Services	Workers' Compensation Adjustment	\$ -	\$ 2,594	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
General Fund	Office of Transportation	Workers' Compensation Adjustment	\$ -	\$ 2,542	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
General Fund	Planning and Development Services	Workers' Compensation Adjustment	\$ -	\$ 27,540	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
General Fund	Police	Workers' Compensation Adjustment	\$ -	\$ 134,013	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
General Fund	Public Works	Workers' Compensation Adjustment	\$ -	\$ 21,257	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
GENERAL FUND SUBTOTAL			\$ -	\$ 408,053	

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET

Fund	Department/ Fund	Title	Revenue	Expense	Comments
CAPITAL FUNDS					
<i>Capital Improvement Fund</i>	471	Workers' Compensation Adjustment	\$ -	\$ 14,058	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
<i>Cubberley Property Infrastructure Fund</i>	472	Workers' Compensation Adjustment	\$ -	\$ 657	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
CAPITAL FUNDS SUBTOTAL			\$ -	\$ 14,715	
ENTERPRISE FUNDS					
<i>Airport Fund</i>	530	Workers' Compensation Adjustment	\$ -	\$ 2,385	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
<i>Electric Fund</i>	513 & 523	Workers' Compensation Adjustment	\$ -	\$ 46,602	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
<i>Fiber Optics Fund</i>	533	Workers' Compensation Adjustment	\$ -	\$ 3,036	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
<i>Gas Fund</i>	514 & 524	Workers' Compensation Adjustment	\$ -	\$ 19,904	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
<i>Refuse Fund</i>	525	Workers' Compensation Adjustment	\$ -	\$ 6,560	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
<i>Stormwater Management Fund</i>	528	Workers' Compensation Adjustment	\$ -	\$ 4,529	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
<i>Utilities Administration Fund</i>	521	Workers' Compensation Adjustment	\$ -	\$ 8,552	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
<i>Wastewater Treatment Fund</i>	526	Workers' Compensation Adjustment	\$ -	\$ 31,106	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
<i>Wastewater Collection Fund</i>	527	Workers' Compensation Adjustment	\$ -	\$ 10,964	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
<i>Water Fund</i>	522	Workers' Compensation Adjustment	\$ -	\$ 18,902	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
ENTERPRISE FUNDS SUBTOTAL			\$ -	\$ 152,540	
INTERNAL SERVICE FUNDS					
<i>Information Technology Fund</i>	682	Workers' Compensation Adjustment	\$ -	\$ 14,697	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
<i>Printing & Mailing Fund</i>	683	Workers' Compensation Adjustment	\$ -	\$ 524	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
<i>Vehicle Maintenance & Replacement Fund</i>	681	Workers' Compensation Adjustment	\$ -	\$ 6,194	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
INTERNAL SERVICE FUNDS SUBTOTAL			\$ -	\$ 21,415	

**CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET**

Fund	Department/ Fund	Title	Revenue	Expense	Comments
SPECIAL REVENUE FUNDS					
<i>California Avenue Fund</i>	237	Workers' Compensation Adjustment	\$ -	\$ 300	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
<i>Community Development Block Grant (CDBG) Fund</i>	232	Workers' Compensation Adjustment	\$ -	\$ 159	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
<i>Housing In-Lieu/Residential Fund</i>	233	Workers' Compensation Adjustment	\$ -	\$ 5	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
<i>Housing In-Lieu/Commercial Fund</i>	234	Workers' Compensation Adjustment	\$ -	\$ 5	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
<i>Public Art Fund</i>	207	Workers' Compensation Adjustment	\$ -	\$ 404	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
<i>Residential Parking Permit (RPP) Fund</i>	239	Workers' Compensation Adjustment	\$ -	\$ 780	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
<i>University Avenue Fund</i>	236	Workers' Compensation Adjustment	\$ -	\$ 1,625	Adjustment to salary and benefit charges for workers' compensation to align with increases experienced in FY 2019.
SPECIAL REVENUE FUNDS SUBTOTAL			\$ -	\$ 3,277	
TOTAL ADJUSTMENT			\$ -	\$ 600,000	

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET

Fund	Department/ Fund	Title	Revenue	Expense	Comments
GENERAL FUND					
<i>General Fund</i>	<i>Non-Departmental</i>	Supplemental Pension Contribution	\$ -	\$ 3,500,000	Establish transfer to the General Benefits Fund for an additional contribution to the City's irrevocable Section 115 Pension Trust Fund
GENERAL FUND SUBTOTAL			\$ -	\$ 3,500,000	
ENTERPRISE FUNDS					
<i>Airport Fund</i>	530	Supplemental Pension Contribution	\$ -	\$ 21,359	Establish transfer to the General Benefits Fund for an additional contribution to the City's irrevocable Section 115 Pension Trust Fund
<i>Electric Fund</i>	513 & 523	Supplemental Pension Contribution	\$ -	\$ 442,695	Establish transfer to the General Benefits Fund for an additional contribution to the City's irrevocable Section 115 Pension Trust Fund
<i>Fiber Optics Fund</i>	533	Supplemental Pension Contribution	\$ -	\$ 34,102	Establish transfer to the General Benefits Fund for an additional contribution to the City's irrevocable Section 115 Pension Trust Fund
<i>Gas Fund</i>	514 & 524	Supplemental Pension Contribution	\$ -	\$ 196,760	Establish transfer to the General Benefits Fund for an additional contribution to the City's irrevocable Section 115 Pension Trust Fund
<i>Refuse Fund</i>	525	Supplemental Pension Contribution	\$ -	\$ 61,360	Establish transfer to the General Benefits Fund for an additional contribution to the City's irrevocable Section 115 Pension Trust Fund
<i>Stormwater Management Fund</i>	528	Supplemental Pension Contribution	\$ -	\$ 55,677	Establish transfer to the General Benefits Fund for an additional contribution to the City's irrevocable Section 115 Pension Trust Fund
<i>Utilities Administration Fund</i>	521	Supplemental Pension Contribution	\$ -	\$ 75,306	Establish transfer to the General Benefits Fund for an additional contribution to the City's irrevocable Section 115 Pension Trust Fund
<i>Wastewater Treatment Fund</i>	526	Supplemental Pension Contribution	\$ -	\$ 275,938	Establish transfer to the General Benefits Fund for an additional contribution to the City's irrevocable Section 115 Pension Trust Fund
<i>Wastewater Collection Fund</i>	527	Supplemental Pension Contribution	\$ -	\$ 107,078	Establish transfer to the General Benefits Fund for an additional contribution to the City's irrevocable Section 115 Pension Trust Fund
<i>Water Fund</i>	522	Supplemental Pension Contribution	\$ -	\$ 179,952	Establish transfer to the General Benefits Fund for an additional contribution to the City's irrevocable Section 115 Pension Trust Fund
ENTERPRISE FUNDS SUBTOTAL			\$ -	\$ 1,450,227	
INTERNAL SERVICE FUNDS					
<i>Information Technology Fund</i>	682	Supplemental Pension Contribution	\$ -	\$ 189,519	Establish transfer to the General Benefits Fund for an additional contribution to the City's irrevocable Section 115 Pension Trust Fund
<i>Printing & Mailing Fund</i>	683	Supplemental Pension Contribution	\$ -	\$ 4,574	Establish transfer to the General Benefits Fund for an additional contribution to the City's irrevocable Section 115 Pension Trust Fund
<i>Vehicle Maintenance & Replacement Fund</i>	681	Supplemental Pension Contribution	\$ -	\$ 59,311	Establish transfer to the General Benefits Fund for an additional contribution to the City's irrevocable Section 115 Pension Trust Fund
<i>Workers' Compensation Fund</i>	688	Supplemental Pension Contribution	\$ -	\$ 5,203	Establish transfer to the General Benefits Fund for an additional contribution to the City's irrevocable Section 115 Pension Trust Fund
INTERNAL SERVICE FUNDS SUBTOTAL			\$ -	\$ 258,607	

CITY OF PALO ALTO
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2020 BUDGET

Fund	Department/ Fund	Title	Revenue	Expense	Comments
SPECIAL REVENUE FUNDS					
<i>California Avenue Fund</i>	237	Supplemental Pension Contribution	\$ -	\$ 4,066	Establish transfer to the General Benefits Fund for an additional contribution to the City's irrevocable Section 115 Pension Trust Fund
<i>Community Development Block Grant (CDBG) Fund</i>	232	Supplemental Pension Contribution	\$ -	\$ 288	Establish transfer to the General Benefits Fund for an additional contribution to the City's irrevocable Section 115 Pension Trust Fund
<i>Housing In-Lieu/Residential Fund</i>	233	Supplemental Pension Contribution	\$ -	\$ 477	Establish transfer to the General Benefits Fund for an additional contribution to the City's irrevocable Section 115 Pension Trust Fund
<i>Housing In-Lieu/Commercial Fund</i>	234	Supplemental Pension Contribution	\$ -	\$ 477	Establish transfer to the General Benefits Fund for an additional contribution to the City's irrevocable Section 115 Pension Trust Fund
<i>Public Art Fund</i>	207	Supplemental Pension Contribution	\$ -	\$ 4,818	Establish transfer to the General Benefits Fund for an additional contribution to the City's irrevocable Section 115 Pension Trust Fund
<i>Residential Parking Permit (RPP) Fund</i>	239	Supplemental Pension Contribution	\$ -	\$ 8,093	Establish transfer to the General Benefits Fund for an additional contribution to the City's irrevocable Section 115 Pension Trust Fund
<i>University Avenue Fund</i>	236	Supplemental Pension Contribution	\$ -	\$ 13,694	Establish transfer to the General Benefits Fund for an additional contribution to the City's irrevocable Section 115 Pension Trust Fund
SPECIAL REVENUE FUNDS SUBTOTAL			\$ -	\$ 31,915	
TOTAL ADJUSTMENT			\$ -	\$ 5,240,749	

Public Safety Departments
Overtime Analysis for Fiscal Years 2018 through 2020

	2018	2019	Q2 2020
POLICE DEPARTMENT			
Overtime Expense			
Adopted Budget	\$1,700,000	\$1,776,500	\$1,842,231
Modified Budget	1,700,000	1,812,931	1,842,231
Net Overtime Cost - see below	347,677	185,811	413,439
Variance to Budget	<u>1,352,323</u>	<u>1,627,120</u>	<u>1,428,792</u>
Overtime Net Cost			
Actual Expense	<u>\$2,286,527</u>	<u>\$2,604,366</u>	<u>\$1,504,048</u>
Less Reimbursements			
California OES/FEMA (Strike Teams)	-	36,431	-
Stanford Communications	75,275	91,001	61,037
Utilities Communications Reimbursement	38,227	46,158	30,022
Local Agencies (A)	11,431	12,172	5,132
Police Service Fees	73,600	125,025	39,437
Total Reimbursements	<u>198,533</u>	<u>310,787</u>	<u>135,628</u>
Less Department Vacancies	<u>1,740,318</u>	<u>2,107,768</u>	<u>954,981</u>
Net Overtime Cost	<u>\$347,677</u>	<u>\$185,811</u>	<u>\$413,439</u>
Department Vacancies (number of days)	5,777	7,538	3,336
Workers' Compensation Cases	8	24	13
Department Disabilities (number of days)	219	217	273
FIRE DEPARTMENT			
Overtime Expense			
Adopted Budget	\$1,396,436	\$1,911,761	\$1,672,872
Modified Budget (B)	1,571,436	2,093,761	2,086,872
Net Overtime Cost - see below	2,675,517	2,403,254	1,219,924
Variance to Budget	<u>(1,104,081)</u>	<u>(\$309,493)</u>	<u>\$866,948</u>
Overtime Net Cost			
Actual Expense	<u>\$3,839,426</u>	<u>\$3,047,510</u>	<u>\$1,339,240</u>
Less Reimbursements			
California OES/FEMA (Strike Teams) (B)	489,062	182,000	114,000
Total Reimbursements	<u>489,062</u>	<u>182,000</u>	<u>114,000</u>
Less Department Vacancies	<u>674,847</u>	<u>462,256</u>	<u>5,316</u>
Net Overtime Cost	<u>\$2,675,517</u>	<u>\$2,403,254</u>	<u>\$1,219,924</u>
Department Vacancies (number of days)	5,293	1,229	12
Workers' Compensation Cases	4	26	7
Department Disabilities (number of days)	732	343	31

NOTES:

(A) Includes Animal Control Services contract with Los Altos and Los Altos Hills.

(B) FY 2020 includes overtime adjustments recommended as part of the FY 2020 Mid-Year review for an overall increase in the overtime expense budget and confirmed Strike Team reimbursements in the Fire Department.

**City of Palo Alto
SEIU Hourly Salary Schedule
2018 - 2020**

Job Code	FLSA	Job Title	Salary Effective upon MOA adoption		Salary Effective 7/1/2018		Salary Effective 1/1/2019 (Min Wage- \$15)		Salary Effective 7/1/2019		Salary Effective 1/1/2020 (Min Wage- \$15.40)		Salary Effective 7/1/2020	
			Steps	Rate	Steps	Rate	Steps	Rate	Steps	Rate	Steps	Rate	Steps	Rate
9000	Non-exempt	Administrative Specialist I – H	Step 1	\$22.90	Step 1	\$23.49	Step 1	\$23.49	Step 1	\$24.09	Step 1	\$24.09	Step 1	\$24.58
			Step 2	\$24.11	Step 2	\$24.73	Step 2	\$24.73	Step 2	\$25.36	Step 2	\$25.36	Step 2	\$25.87
			Step 3	\$25.38	Step 3	\$26.03	Step 3	\$26.03	Step 3	\$26.69	Step 3	\$26.69	Step 3	\$27.23
			Step 4	\$26.72	Step 4	\$27.40	Step 4	\$27.40	Step 4	\$28.09	Step 4	\$28.09	Step 4	\$28.66
			Step 5	\$28.13	Step 5	\$28.84	Step 5	\$28.84	Step 5	\$29.57	Step 5	\$29.57	Step 5	\$30.17
9001	Non-exempt	Administrative Specialist II - H	Step 1	\$27.35	Step 1	\$28.04	Step 1	\$28.04	Step 1	\$28.75	Step 1	\$28.75	Step 1	\$29.33
			Step 2	\$28.79	Step 2	\$29.52	Step 2	\$29.52	Step 2	\$30.26	Step 2	\$30.26	Step 2	\$30.87
			Step 3	\$30.31	Step 3	\$31.07	Step 3	\$31.07	Step 3	\$31.85	Step 3	\$31.85	Step 3	\$32.49
			Step 4	\$31.90	Step 4	\$32.70	Step 4	\$32.70	Step 4	\$33.53	Step 4	\$33.53	Step 4	\$34.20
			Step 5	\$33.58	Step 5	\$34.42	Step 5	\$34.42	Step 5	\$35.29	Step 5	\$35.29	Step 5	\$36.00
9002	Non-exempt	Assistant Park Ranger - H	Step 1	\$22.90	Step 1	\$23.49	Step 1	\$23.49	Step 1	\$24.09	Step 1	\$24.09	Step 1	\$24.58
			Step 2	\$24.11	Step 2	\$24.73	Step 2	\$24.73	Step 2	\$25.36	Step 2	\$25.36	Step 2	\$25.87
			Step 3	\$25.38	Step 3	\$26.03	Step 3	\$26.03	Step 3	\$26.69	Step 3	\$26.69	Step 3	\$27.23
			Step 4	\$26.72	Step 4	\$27.40	Step 4	\$27.40	Step 4	\$28.09	Step 4	\$28.09	Step 4	\$28.66
			Step 5	\$28.13	Step 5	\$28.84	Step 5	\$28.84	Step 5	\$29.57	Step 5	\$29.57	Step 5	\$30.17
9003	Non-exempt	Building Service Person - H	Step 1	\$21.17	Step 1	\$21.70	Step 1	\$21.70	Step 1	\$22.24	Step 1	\$22.24	Step 1	\$22.69
			Step 2	\$22.28	Step 2	\$22.84	Step 2	\$22.84	Step 2	\$23.41	Step 2	\$23.41	Step 2	\$23.88
			Step 3	\$23.45	Step 3	\$24.04	Step 3	\$24.04	Step 3	\$24.64	Step 3	\$24.64	Step 3	\$25.14
			Step 4	\$24.68	Step 4	\$25.30	Step 4	\$25.30	Step 4	\$25.94	Step 4	\$25.94	Step 4	\$26.46
			Step 5	\$25.98	Step 5	\$26.63	Step 5	\$26.63	Step 5	\$27.30	Step 5	\$27.30	Step 5	\$27.85
9004	Non-exempt	Clerical Assistant - H	Step 1	\$18.56	Step 1	\$19.03	Step 1	\$19.03	Step 1	\$19.50	Step 1	\$19.50	Step 1	\$19.90
			Step 2	\$19.54	Step 2	\$20.03	Step 2	\$20.03	Step 2	\$20.53	Step 2	\$20.53	Step 2	\$20.95
			Step 3	\$20.57	Step 3	\$21.08	Step 3	\$21.08	Step 3	\$21.61	Step 3	\$21.61	Step 3	\$22.05
			Step 4	\$21.65	Step 4	\$22.19	Step 4	\$22.19	Step 4	\$22.75	Step 4	\$22.75	Step 4	\$23.21
			Step 5	\$22.79	Step 5	\$23.36	Step 5	\$23.36	Step 5	\$23.95	Step 5	\$23.95	Step 5	\$24.43
9005	Non-exempt	Custodial Aide - H	Step 1	\$15.01	Step 1	\$15.39	Step 1	\$15.39	Step 1	\$15.78	Step 1	\$15.78	Step 1	\$16.09
			Step 2	\$15.80	Step 2	\$16.20	Step 2	\$16.20	Step 2	\$16.61	Step 2	\$16.61	Step 2	\$16.94
			Step 3	\$16.63	Step 3	\$17.05	Step 3	\$17.05	Step 3	\$17.48	Step 3	\$17.48	Step 3	\$17.83
			Step 4	\$17.50	Step 4	\$17.95	Step 4	\$17.95	Step 4	\$18.40	Step 4	\$18.40	Step 4	\$18.77
			Step 5	\$18.42	Step 5	\$18.89	Step 5	\$18.89	Step 5	\$19.37	Step 5	\$19.37	Step 5	\$19.76
9006	Non-exempt	Custodial Assistant - H	Step 1	\$17.54	Step 1	\$17.97	Step 1	\$17.97	Step 1	\$18.44	Step 1	\$18.44	Step 1	\$18.81
			Step 2	\$18.46	Step 2	\$18.92	Step 2	\$18.92	Step 2	\$19.41	Step 2	\$19.41	Step 2	\$19.80
			Step 3	\$19.43	Step 3	\$19.92	Step 3	\$19.92	Step 3	\$20.43	Step 3	\$20.43	Step 3	\$20.84
			Step 4	\$20.45	Step 4	\$20.97	Step 4	\$20.97	Step 4	\$21.50	Step 4	\$21.50	Step 4	\$21.94
			Step 5	\$21.53	Step 5	\$22.07	Step 5	\$22.07	Step 5	\$22.63	Step 5	\$22.63	Step 5	\$23.09
9007	Non-exempt	House Manager - H	Step 1	\$17.24	Step 1	\$17.68	Step 1	\$17.68	Step 1	\$18.14	Step 1	\$18.14	Step 1	\$18.50
			Step 2	\$18.15	Step 2	\$18.61	Step 2	\$18.61	Step 2	\$19.09	Step 2	\$19.09	Step 2	\$19.47
			Step 3	\$19.11	Step 3	\$19.59	Step 3	\$19.59	Step 3	\$20.09	Step 3	\$20.09	Step 3	\$20.49
			Step 4	\$20.12	Step 4	\$20.62	Step 4	\$20.62	Step 4	\$21.15	Step 4	\$21.15	Step 4	\$21.57
			Step 5	\$21.18	Step 5	\$21.71	Step 5	\$21.71	Step 5	\$22.26	Step 5	\$22.26	Step 5	\$22.71

City of Palo Alto
SEIU Hourly Salary Schedule
2018 - 2020

Job Code	FLSA	Job Title	Salary Effective upon MOA adoption		Salary Effective 7/1/2018		Salary Effective 1/1/2019 (Min Wage- \$15)		Salary Effective 7/1/2019		Salary Effective 1/1/2020 (Min Wage- \$15.40)		Salary Effective 7/1/2020	
			Steps	Rate	Steps	Rate	Steps	Rate	Steps	Rate	Steps	Rate	Steps	Rate
9008	Non-exempt	Instructor Aide - H	Step 1	\$13.88	Step 1	\$14.23	Step 1	\$15.00	Step 1	\$15.23	Step 1	\$15.40	Step 1	\$15.70
			Step 2	\$14.61	Step 2	\$14.98	Step 2	\$15.75	Step 2	\$16.03	Step 2	\$16.21	Step 2	\$16.53
			Step 3	\$15.38	Step 3	\$15.77	Step 3	\$16.54	Step 3	\$16.87	Step 3	\$17.06	Step 3	\$17.40
			Step 4	\$16.19	Step 4	\$16.60	Step 4	\$17.36	Step 4	\$17.76	Step 4	\$17.96	Step 4	\$18.32
			Step 5	\$17.04	Step 5	\$17.47	Step 5	\$18.23	Step 5	\$18.69	Step 5	\$18.90	Step 5	\$19.28
9009	Non-exempt	Instructor I - H	Step 1	\$21.66	Step 1	\$22.21	Step 1	\$22.21	Step 1	\$22.76	Step 1	\$22.76	Step 1	\$23.22
			Step 2	\$22.80	Step 2	\$23.38	Step 2	\$23.38	Step 2	\$23.96	Step 2	\$23.96	Step 2	\$24.44
			Step 3	\$24.00	Step 3	\$24.61	Step 3	\$24.61	Step 3	\$25.22	Step 3	\$25.22	Step 3	\$25.73
			Step 4	\$25.26	Step 4	\$25.90	Step 4	\$25.90	Step 4	\$26.55	Step 4	\$26.55	Step 4	\$27.08
			Step 5	\$26.59	Step 5	\$27.26	Step 5	\$27.26	Step 5	\$27.95	Step 5	\$27.95	Step 5	\$28.51
9010	Non-exempt	Instructor II - H	Step 1	\$26.37	Step 1	\$27.03	Step 1	\$27.03	Step 1	\$27.71	Step 1	\$27.71	Step 1	\$28.26
			Step 2	\$27.76	Step 2	\$28.45	Step 2	\$28.45	Step 2	\$29.17	Step 2	\$29.17	Step 2	\$29.75
			Step 3	\$29.22	Step 3	\$29.95	Step 3	\$29.95	Step 3	\$30.70	Step 3	\$30.70	Step 3	\$31.32
			Step 4	\$30.76	Step 4	\$31.53	Step 4	\$31.53	Step 4	\$32.32	Step 4	\$32.32	Step 4	\$32.97
			Step 5	\$32.38	Step 5	\$33.19	Step 5	\$33.19	Step 5	\$34.02	Step 5	\$34.02	Step 5	\$34.71
9036	Non-exempt	Instructor III-H	Step 1	\$30.35	Step 1	\$31.12	Step 1	\$31.12	Step 1	\$31.89	Step 1	\$31.89	Step 1	\$32.54
			Step 2	\$31.95	Step 2	\$32.76	Step 2	\$32.76	Step 2	\$33.57	Step 2	\$33.57	Step 2	\$34.25
			Step 3	\$33.63	Step 3	\$34.48	Step 3	\$34.48	Step 3	\$35.34	Step 3	\$35.34	Step 3	\$36.05
			Step 4	\$35.40	Step 4	\$36.29	Step 4	\$36.29	Step 4	\$37.20	Step 4	\$37.20	Step 4	\$37.95
			Step 5	\$37.26	Step 5	\$38.20	Step 5	\$38.20	Step 5	\$39.16	Step 5	\$39.16	Step 5	\$39.95
9011	Non-exempt	Librarian - H	Step 1	\$27.85	Step 1	\$28.56	Step 1	\$28.56	Step 1	\$29.26	Step 1	\$29.26	Step 1	\$29.86
			Step 2	\$29.32	Step 2	\$30.06	Step 2	\$30.06	Step 2	\$30.80	Step 2	\$30.80	Step 2	\$31.43
			Step 3	\$30.86	Step 3	\$31.64	Step 3	\$31.64	Step 3	\$32.42	Step 3	\$32.42	Step 3	\$33.08
			Step 4	\$32.48	Step 4	\$33.30	Step 4	\$33.30	Step 4	\$34.13	Step 4	\$34.13	Step 4	\$34.82
			Step 5	\$34.19	Step 5	\$35.05	Step 5	\$35.05	Step 5	\$35.93	Step 5	\$35.93	Step 5	\$36.65
9012	Non-exempt	Library Clerk - H	Step 1	\$20.74	Step 1	\$21.26	Step 1	\$21.26	Step 1	\$21.79	Step 1	\$21.79	Step 1	\$22.24
			Step 2	\$21.83	Step 2	\$22.38	Step 2	\$22.38	Step 2	\$22.94	Step 2	\$22.94	Step 2	\$23.41
			Step 3	\$22.98	Step 3	\$23.56	Step 3	\$23.56	Step 3	\$24.15	Step 3	\$24.15	Step 3	\$24.64
			Step 4	\$24.19	Step 4	\$24.80	Step 4	\$24.80	Step 4	\$25.42	Step 4	\$25.42	Step 4	\$25.94
			Step 5	\$25.46	Step 5	\$26.10	Step 5	\$26.10	Step 5	\$26.76	Step 5	\$26.76	Step 5	\$27.30
9013	Non-exempt	Library Page - H	Step 1	\$13.88	Step 1	\$14.23	Step 1	\$15.00	Step 1	\$15.23	Step 1	\$15.40	Step 1	\$15.70
			Step 2	\$14.61	Step 2	\$14.98	Step 2	\$15.75	Step 2	\$16.03	Step 2	\$16.21	Step 2	\$16.53
			Step 3	\$15.38	Step 3	\$15.77	Step 3	\$16.54	Step 3	\$16.87	Step 3	\$17.06	Step 3	\$17.40
			Step 4	\$16.19	Step 4	\$16.60	Step 4	\$17.36	Step 4	\$17.76	Step 4	\$17.96	Step 4	\$18.32
			Step 5	\$17.04	Step 5	\$17.47	Step 5	\$18.23	Step 5	\$18.69	Step 5	\$18.90	Step 5	\$19.28
9014	Non-exempt	Maintenance Assistant - H	Step 1	\$16.69	Step 1	\$17.10	Step 1	\$17.10	Step 1	\$17.54	Step 1	\$17.54	Step 1	\$17.90
			Step 2	\$17.57	Step 2	\$18.00	Step 2	\$18.00	Step 2	\$18.46	Step 2	\$18.46	Step 2	\$18.84
			Step 3	\$18.49	Step 3	\$18.95	Step 3	\$18.95	Step 3	\$19.43	Step 3	\$19.43	Step 3	\$19.83
			Step 4	\$19.46	Step 4	\$19.95	Step 4	\$19.95	Step 4	\$20.45	Step 4	\$20.45	Step 4	\$20.87
			Step 5	\$20.48	Step 5	\$21.00	Step 5	\$21.00	Step 5	\$21.53	Step 5	\$21.53	Step 5	\$21.97

City of Palo Alto
SEIU Hourly Salary Schedule
2018 - 2020

Job Code	FLSA	Job Title	Salary Effective upon MOA adoption		Salary Effective 7/1/2018		Salary Effective 1/1/2019 (Min Wage- \$15)		Salary Effective 7/1/2019		Salary Effective 1/1/2020 (Min Wage- \$15.40)		Salary Effective 7/1/2020	
			Steps	Rate	Steps	Rate	Steps	Rate	Steps	Rate	Steps	Rate	Steps	Rate
9015	Non-exempt	Open Space Technician - H	Step 1	\$16.69	Step 1	\$17.10	Step 1	\$17.10	Step 1	\$17.54	Step 1	\$17.54	Step 1	\$17.90
			Step 2	\$17.57	Step 2	\$18.00	Step 2	\$18.00	Step 2	\$18.46	Step 2	\$18.46	Step 2	\$18.84
			Step 3	\$18.49	Step 3	\$18.95	Step 3	\$18.95	Step 3	\$19.43	Step 3	\$19.43	Step 3	\$19.83
			Step 4	\$19.46	Step 4	\$19.95	Step 4	\$19.95	Step 4	\$20.45	Step 4	\$20.45	Step 4	\$20.87
			Step 5	\$20.48	Step 5	\$21.00	Step 5	\$21.00	Step 5	\$21.53	Step 5	\$21.53	Step 5	\$21.97
9016	Non-exempt	Print Shop Assistant - H	Step 1	\$20.74	Step 1	\$21.26	Step 1	\$21.26	Step 1	\$21.79	Step 1	\$21.79	Step 1	\$22.24
			Step 2	\$21.83	Step 2	\$22.38	Step 2	\$22.38	Step 2	\$22.94	Step 2	\$22.94	Step 2	\$23.41
			Step 3	\$22.98	Step 3	\$23.56	Step 3	\$23.56	Step 3	\$24.15	Step 3	\$24.15	Step 3	\$24.64
			Step 4	\$24.19	Step 4	\$24.80	Step 4	\$24.80	Step 4	\$25.42	Step 4	\$25.42	Step 4	\$25.94
			Step 5	\$25.46	Step 5	\$26.10	Step 5	\$26.10	Step 5	\$26.76	Step 5	\$26.76	Step 5	\$27.30
9017	Non-exempt	Project Construction Inspector - H	Step 1	\$30.00	Step 1	\$30.76	Step 1	\$30.76	Step 1	\$31.52	Step 1	\$31.52	Step 1	\$32.17
			Step 2	\$31.58	Step 2	\$32.38	Step 2	\$32.38	Step 2	\$33.18	Step 2	\$33.18	Step 2	\$33.86
			Step 3	\$33.24	Step 3	\$34.08	Step 3	\$34.08	Step 3	\$34.93	Step 3	\$34.93	Step 3	\$35.64
			Step 4	\$34.99	Step 4	\$35.87	Step 4	\$35.87	Step 4	\$36.77	Step 4	\$36.77	Step 4	\$37.52
			Step 5	\$36.83	Step 5	\$37.76	Step 5	\$37.76	Step 5	\$38.71	Step 5	\$38.71	Step 5	\$39.49
9018	Non-exempt	Project Specialist - H	Step 1	\$22.90	Step 1	\$23.49	Step 1	\$23.49	Step 1	\$24.09	Step 1	\$24.09	Step 1	\$24.58
			Step 2	\$24.11	Step 2	\$24.73	Step 2	\$24.73	Step 2	\$25.36	Step 2	\$25.36	Step 2	\$25.87
			Step 3	\$25.38	Step 3	\$26.03	Step 3	\$26.03	Step 3	\$26.69	Step 3	\$26.69	Step 3	\$27.23
			Step 4	\$26.72	Step 4	\$27.40	Step 4	\$27.40	Step 4	\$28.09	Step 4	\$28.09	Step 4	\$28.66
			Step 5	\$28.13	Step 5	\$28.84	Step 5	\$28.84	Step 5	\$29.57	Step 5	\$29.57	Step 5	\$30.17
9019	Non-exempt	Recreation Aide - H	Step 1	\$13.88	Step 1	\$14.23	Step 1	\$15.00	Step 1	\$15.23	Step 1	\$15.40	Step 1	\$15.70
			Step 2	\$14.61	Step 2	\$14.98	Step 2	\$15.75	Step 2	\$16.03	Step 2	\$16.21	Step 2	\$16.53
			Step 3	\$15.38	Step 3	\$15.77	Step 3	\$16.54	Step 3	\$16.87	Step 3	\$17.06	Step 3	\$17.40
			Step 4	\$16.19	Step 4	\$16.60	Step 4	\$17.36	Step 4	\$17.76	Step 4	\$17.96	Step 4	\$18.32
			Step 5	\$17.04	Step 5	\$17.47	Step 5	\$18.23	Step 5	\$18.69	Step 5	\$18.90	Step 5	\$19.28
9020	Non-exempt	Recreation Leader I - H	Step 1	\$13.88	Step 1	\$14.23	Step 1	\$15.00	Step 1	\$15.23	Step 1	\$15.40	Step 1	\$15.70
			Step 2	\$14.61	Step 2	\$14.98	Step 2	\$15.75	Step 2	\$16.03	Step 2	\$16.21	Step 2	\$16.53
			Step 3	\$15.38	Step 3	\$15.77	Step 3	\$16.54	Step 3	\$16.87	Step 3	\$17.06	Step 3	\$17.40
			Step 4	\$16.19	Step 4	\$16.60	Step 4	\$17.36	Step 4	\$17.76	Step 4	\$17.96	Step 4	\$18.32
			Step 5	\$17.04	Step 5	\$17.47	Step 5	\$18.23	Step 5	\$18.69	Step 5	\$18.90	Step 5	\$19.28
9021	Non-exempt	Recreation Leader II - H	Step 1	\$15.38	Step 1	\$15.77	Step 1	\$16.45	Step 1	\$16.79	Step 1	\$17.06	Step 1	\$17.40
			Step 2	\$16.19	Step 2	\$16.60	Step 2	\$17.32	Step 2	\$17.67	Step 2	\$17.96	Step 2	\$18.32
			Step 3	\$17.04	Step 3	\$17.47	Step 3	\$18.23	Step 3	\$18.60	Step 3	\$18.90	Step 3	\$19.28
			Step 4	\$17.94	Step 4	\$18.39	Step 4	\$19.14	Step 4	\$19.58	Step 4	\$19.89	Step 4	\$20.29
			Step 5	\$18.88	Step 5	\$19.36	Step 5	\$20.10	Step 5	\$20.61	Step 5	\$20.94	Step 5	\$21.36
9022	Non-exempt	Recreation Leader III - H	Step 1	\$17.50	Step 1	\$17.94	Step 1	\$18.14	Step 1	\$18.51	Step 1	\$18.90	Step 1	\$19.29
			Step 2	\$18.42	Step 2	\$18.88	Step 2	\$19.10	Step 2	\$19.48	Step 2	\$19.89	Step 2	\$20.30
			Step 3	\$19.39	Step 3	\$19.87	Step 3	\$20.10	Step 3	\$20.50	Step 3	\$20.94	Step 3	\$21.37
			Step 4	\$20.41	Step 4	\$20.92	Step 4	\$21.11	Step 4	\$21.58	Step 4	\$22.04	Step 4	\$22.49
			Step 5	\$21.48	Step 5	\$22.02	Step 5	\$22.16	Step 5	\$22.72	Step 5	\$23.20	Step 5	\$23.67

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			Steps	Rate	Steps	Rate	Steps	Rate	Steps	Rate	Steps	Rate	Steps	Rate
9023	Non-exempt	Stock Clerk - H	Step 1	\$16.59	Step 1	\$17.01	Step 1	\$17.01	Step 1	\$17.43	Step 1	\$17.43	Step 1	\$17.78
			Step 2	\$17.46	Step 2	\$17.91	Step 2	\$17.91	Step 2	\$18.35	Step 2	\$18.35	Step 2	\$18.72
			Step 3	\$18.38	Step 3	\$18.85	Step 3	\$18.85	Step 3	\$19.32	Step 3	\$19.32	Step 3	\$19.71
			Step 4	\$19.35	Step 4	\$19.84	Step 4	\$19.84	Step 4	\$20.34	Step 4	\$20.34	Step 4	\$20.75
			Step 5	\$20.37	Step 5	\$20.88	Step 5	\$20.88	Step 5	\$21.41	Step 5	\$21.41	Step 5	\$21.84
9025	Non-exempt	Technical Specialist - H	Step 1	\$18.56	Step 1	\$19.03	Step 1	\$19.03	Step 1	\$19.50	Step 1	\$19.50	Step 1	\$19.90
			Step 2	\$19.54	Step 2	\$20.03	Step 2	\$20.03	Step 2	\$20.53	Step 2	\$20.53	Step 2	\$20.95
			Step 3	\$20.57	Step 3	\$21.08	Step 3	\$21.08	Step 3	\$21.61	Step 3	\$21.61	Step 3	\$22.05
			Step 4	\$21.65	Step 4	\$22.19	Step 4	\$22.19	Step 4	\$22.75	Step 4	\$22.75	Step 4	\$23.21
			Step 5	\$22.79	Step 5	\$23.36	Step 5	\$23.36	Step 5	\$23.95	Step 5	\$23.95	Step 5	\$24.43
9026	Non-exempt	Arts & Science Aide - H	Step 1	\$13.88	Step 1	\$14.23	Step 1	\$15.00	Step 1	\$15.23	Step 1	\$15.40	Step 1	\$15.70
			Step 2	\$14.61	Step 2	\$14.98	Step 2	\$15.75	Step 2	\$16.03	Step 2	\$16.21	Step 2	\$16.53
			Step 3	\$15.38	Step 3	\$15.77	Step 3	\$16.54	Step 3	\$16.87	Step 3	\$17.06	Step 3	\$17.40
			Step 4	\$16.19	Step 4	\$16.60	Step 4	\$17.36	Step 4	\$17.76	Step 4	\$17.96	Step 4	\$18.32
			Step 5	\$17.04	Step 5	\$17.47	Step 5	\$18.23	Step 5	\$18.69	Step 5	\$18.90	Step 5	\$19.28
9027	Non-exempt	Arts & Science Professional I - H	Step 1	\$21.66	Step 1	\$22.21	Step 1	\$22.21	Step 1	\$22.76	Step 1	\$22.76	Step 1	\$23.22
			Step 2	\$22.80	Step 2	\$23.38	Step 2	\$23.38	Step 2	\$23.96	Step 2	\$23.96	Step 2	\$24.44
			Step 3	\$24.00	Step 3	\$24.61	Step 3	\$24.61	Step 3	\$25.22	Step 3	\$25.22	Step 3	\$25.73
			Step 4	\$25.26	Step 4	\$25.90	Step 4	\$25.90	Step 4	\$26.55	Step 4	\$26.55	Step 4	\$27.08
			Step 5	\$26.59	Step 5	\$27.26	Step 5	\$27.26	Step 5	\$27.95	Step 5	\$27.95	Step 5	\$28.51
9028	Non-exempt	Arts & Science Professional II - H	Step 1	\$26.37	Step 1	\$27.03	Step 1	\$27.03	Step 1	\$27.71	Step 1	\$27.71	Step 1	\$28.26
			Step 2	\$27.76	Step 2	\$28.45	Step 2	\$28.45	Step 2	\$29.17	Step 2	\$29.17	Step 2	\$29.75
			Step 3	\$29.22	Step 3	\$29.95	Step 3	\$29.95	Step 3	\$30.70	Step 3	\$30.70	Step 3	\$31.32
			Step 4	\$30.76	Step 4	\$31.53	Step 4	\$31.53	Step 4	\$32.32	Step 4	\$32.32	Step 4	\$32.97
			Step 5	\$32.38	Step 5	\$33.19	Step 5	\$33.19	Step 5	\$34.02	Step 5	\$34.02	Step 5	\$34.71
9037	Non-exempt	Arts & Science Professional III - H	Step 1	\$30.35	Step 1	\$31.12	Step 1	\$31.12	Step 1	\$31.89	Step 1	\$31.89	Step 1	\$32.54
			Step 2	\$31.95	Step 2	\$32.76	Step 2	\$32.76	Step 2	\$33.57	Step 2	\$33.57	Step 2	\$34.25
			Step 3	\$33.63	Step 3	\$34.48	Step 3	\$34.48	Step 3	\$35.34	Step 3	\$35.34	Step 3	\$36.05
			Step 4	\$35.40	Step 4	\$36.29	Step 4	\$36.29	Step 4	\$37.20	Step 4	\$37.20	Step 4	\$37.95
			Step 5	\$37.26	Step 5	\$38.20	Step 5	\$38.20	Step 5	\$39.16	Step 5	\$39.16	Step 5	\$39.95
9029	Non-exempt	Arts & Science Technician - H	Step 1	\$15.38	Step 1	\$15.77	Step 1	\$15.77	Step 1	\$16.17	Step 1	\$16.17	Step 1	\$16.50
			Step 2	\$16.19	Step 2	\$16.60	Step 2	\$16.60	Step 2	\$17.02	Step 2	\$17.02	Step 2	\$17.37
			Step 3	\$17.04	Step 3	\$17.47	Step 3	\$17.47	Step 3	\$17.92	Step 3	\$17.92	Step 3	\$18.28
			Step 4	\$17.94	Step 4	\$18.39	Step 4	\$18.39	Step 4	\$18.86	Step 4	\$18.86	Step 4	\$19.24
			Step 5	\$18.88	Step 5	\$19.36	Step 5	\$19.36	Step 5	\$19.85	Step 5	\$19.85	Step 5	\$20.25
9030	Non-exempt	Zoological Assistant - H	Step 1	\$22.90	Step 1	\$23.49	Step 1	\$23.49	Step 1	\$24.09	Step 1	\$24.09	Step 1	\$24.58
			Step 2	\$24.11	Step 2	\$24.73	Step 2	\$24.73	Step 2	\$25.36	Step 2	\$25.36	Step 2	\$25.87
			Step 3	\$25.38	Step 3	\$26.03	Step 3	\$26.03	Step 3	\$26.69	Step 3	\$26.69	Step 3	\$27.23
			Step 4	\$26.72	Step 4	\$27.40	Step 4	\$27.40	Step 4	\$28.09	Step 4	\$28.09	Step 4	\$28.66
			Step 5	\$28.13	Step 5	\$28.84	Step 5	\$28.84	Step 5	\$29.57	Step 5	\$29.57	Step 5	\$30.17

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			Steps	Rate	Steps	Rate	Steps	Rate	Steps	Rate	Steps	Rate	Steps	Rate
9035	Non-exempt	General Laborer - H	Min \$ 13.91	Max \$ 61.80	Min \$ 14.25	Max \$ 63.35	Min \$ 15.00	Max \$ 63.35	Min \$ 15.38	Max \$ 64.93	Min \$15.40	Max \$64.93	Min \$ 15.71	Max \$ 66.23
9032	Non-exempt	Inspector - H	Min \$ 13.91	Max \$ 61.80	Min \$ 14.25	Max \$ 63.35	Min \$ 15.00	Max \$ 63.35	Min \$ 15.38	Max \$ 64.93	Min \$15.40	Max \$64.93	Min \$ 15.71	Max \$ 66.23
9033	Non-exempt	Journey Level Laborer - H	Min \$ 13.91	Max \$ 82.40	Min \$ 14.25	Max \$ 84.46	Min \$ 15.00	Max \$ 84.46	Min \$ 15.38	Max \$ 86.57	Min \$15.40	Max \$86.57	Min \$ 15.71	Max \$ 88.30
9034	Non-exempt	Staff Specialist - H	Min \$ 13.91	Max \$ 82.40	Min \$ 14.25	Max \$ 84.46	Min \$ 15.00	Max \$ 84.46	Min \$ 15.38	Max \$ 86.57	Min \$15.40	Max \$86.57	Min \$ 15.71	Max \$ 88.30

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			Steps	Rate	Steps	Rate	Steps	Rate	Steps	Rate	Steps	Rate	Steps	Rate
910	Non-exempt	Administrative Specialist I	Step 1	\$22.24	Step 1	\$23.49	Step 1	\$23.49	Step 1	\$24.09	Step 1	\$24.09	Step 1	\$24.58
			Step 2	\$23.41	Step 2	\$24.73	Step 2	\$24.73	Step 2	\$25.36	Step 2	\$25.36	Step 2	\$25.87
			Step 3	\$24.64	Step 3	\$26.03	Step 3	\$26.03	Step 3	\$26.69	Step 3	\$26.69	Step 3	\$27.23
			Step 4	\$25.94	Step 4	\$27.40	Step 4	\$27.40	Step 4	\$28.09	Step 4	\$28.09	Step 4	\$28.66
			Step 5	\$27.31	Step 5	\$28.84	Step 5	\$28.84	Step 5	\$29.57	Step 5	\$29.57	Step 5	\$30.17
913	Non-exempt	Administrative Specialist II	Step 1	\$26.55	Step 1	\$28.04	Step 1	\$28.04	Step 1	\$28.75	Step 1	\$28.75	Step 1	\$29.33
			Step 2	\$27.95	Step 2	\$29.52	Step 2	\$29.52	Step 2	\$30.26	Step 2	\$30.26	Step 2	\$30.87
			Step 3	\$29.42	Step 3	\$31.07	Step 3	\$31.07	Step 3	\$31.85	Step 3	\$31.85	Step 3	\$32.49
			Step 4	\$30.97	Step 4	\$32.70	Step 4	\$32.70	Step 4	\$33.53	Step 4	\$33.53	Step 4	\$34.20
			Step 5	\$32.60	Step 5	\$34.42	Step 5	\$34.42	Step 5	\$35.29	Step 5	\$35.29	Step 5	\$36.00
915	Non-exempt	Assistant Park Ranger	Step 1	\$22.24	Step 1	\$23.49	Step 1	\$23.49	Step 1	\$24.09	Step 1	\$24.09	Step 1	\$24.58
			Step 2	\$23.41	Step 2	\$24.73	Step 2	\$24.73	Step 2	\$25.36	Step 2	\$25.36	Step 2	\$25.87
			Step 3	\$24.64	Step 3	\$26.03	Step 3	\$26.03	Step 3	\$26.69	Step 3	\$26.69	Step 3	\$27.23
			Step 4	\$25.94	Step 4	\$27.40	Step 4	\$27.40	Step 4	\$28.09	Step 4	\$28.09	Step 4	\$28.66
			Step 5	\$27.31	Step 5	\$28.84	Step 5	\$28.84	Step 5	\$29.57	Step 5	\$29.57	Step 5	\$30.17
916	Non-exempt	Building Service Person	Step 1	\$20.54	Step 1	\$21.70	Step 1	\$21.70	Step 1	\$22.24	Step 1	\$22.24	Step 1	\$22.69
			Step 2	\$21.62	Step 2	\$22.84	Step 2	\$22.84	Step 2	\$23.41	Step 2	\$23.41	Step 2	\$23.88
			Step 3	\$22.76	Step 3	\$24.04	Step 3	\$24.04	Step 3	\$24.64	Step 3	\$24.64	Step 3	\$25.14
			Step 4	\$23.96	Step 4	\$25.30	Step 4	\$25.30	Step 4	\$25.94	Step 4	\$25.94	Step 4	\$26.46
			Step 5	\$25.22	Step 5	\$26.63	Step 5	\$26.63	Step 5	\$27.30	Step 5	\$27.30	Step 5	\$27.85
917	Non-exempt	Clerical Assistant	Step 1	\$18.01	Step 1	\$19.03	Step 1	\$19.03	Step 1	\$19.50	Step 1	\$19.50	Step 1	\$19.90
			Step 2	\$18.96	Step 2	\$20.03	Step 2	\$20.03	Step 2	\$20.53	Step 2	\$20.53	Step 2	\$20.95
			Step 3	\$19.96	Step 3	\$21.08	Step 3	\$21.08	Step 3	\$21.61	Step 3	\$21.61	Step 3	\$22.05
			Step 4	\$21.01	Step 4	\$22.19	Step 4	\$22.19	Step 4	\$22.75	Step 4	\$22.75	Step 4	\$23.21
			Step 5	\$22.12	Step 5	\$23.36	Step 5	\$23.36	Step 5	\$23.95	Step 5	\$23.95	Step 5	\$24.43
918	Non-exempt	Custodial Aide	Step 1	\$14.56	Step 1	\$15.39	Step 1	\$15.39	Step 1	\$15.78	Step 1	\$15.78	Step 1	\$16.09
			Step 2	\$15.33	Step 2	\$16.20	Step 2	\$16.20	Step 2	\$16.61	Step 2	\$16.61	Step 2	\$16.94
			Step 3	\$16.14	Step 3	\$17.05	Step 3	\$17.05	Step 3	\$17.48	Step 3	\$17.48	Step 3	\$17.83
			Step 4	\$16.99	Step 4	\$17.95	Step 4	\$17.95	Step 4	\$18.40	Step 4	\$18.40	Step 4	\$18.77
			Step 5	\$17.88	Step 5	\$18.89	Step 5	\$18.89	Step 5	\$19.37	Step 5	\$19.37	Step 5	\$19.76
919	Non-exempt	Custodial Assistant	Step 1	\$17.03	Step 1	\$17.97	Step 1	\$17.97	Step 1	\$18.44	Step 1	\$18.44	Step 1	\$18.81
			Step 2	\$17.93	Step 2	\$18.92	Step 2	\$18.92	Step 2	\$19.41	Step 2	\$19.41	Step 2	\$19.80
			Step 3	\$18.87	Step 3	\$19.92	Step 3	\$19.92	Step 3	\$20.43	Step 3	\$20.43	Step 3	\$20.84
			Step 4	\$19.86	Step 4	\$20.97	Step 4	\$20.97	Step 4	\$21.50	Step 4	\$21.50	Step 4	\$21.94
			Step 5	\$20.90	Step 5	\$22.07	Step 5	\$22.07	Step 5	\$22.63	Step 5	\$22.63	Step 5	\$23.09
920	Non-exempt	House Manager	Step 1	\$16.74	Step 1	\$17.68	Step 1	\$17.68	Step 1	\$18.14	Step 1	\$18.14	Step 1	\$18.50
			Step 2	\$17.62	Step 2	\$18.61	Step 2	\$18.61	Step 2	\$19.09	Step 2	\$19.09	Step 2	\$19.47
			Step 3	\$18.55	Step 3	\$19.59	Step 3	\$19.59	Step 3	\$20.09	Step 3	\$20.09	Step 3	\$20.49
			Step 4	\$19.53	Step 4	\$20.62	Step 4	\$20.62	Step 4	\$21.15	Step 4	\$21.15	Step 4	\$21.57
			Step 5	\$20.56	Step 5	\$21.71	Step 5	\$21.71	Step 5	\$22.26	Step 5	\$22.26	Step 5	\$22.71

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			Steps	Rate	Steps	Rate	Steps	Rate	Steps	Rate	Steps	Rate	Steps	Rate
921	Non-exempt	Instructor Aide	Step 1	\$13.50	Step 1	\$14.23	Step 1	\$15.00	Step 1	\$15.23	Step 1	\$15.40	Step 1	\$15.70
			Step 2	\$14.20	Step 2	\$14.98	Step 2	\$15.75	Step 2	\$16.03	Step 2	\$16.21	Step 2	\$16.53
			Step 3	\$14.94	Step 3	\$15.77	Step 3	\$16.54	Step 3	\$16.87	Step 3	\$17.06	Step 3	\$17.40
			Step 4	\$15.72	Step 4	\$16.60	Step 4	\$17.36	Step 4	\$17.76	Step 4	\$17.96	Step 4	\$18.32
			Step 5	\$16.54	Step 5	\$17.47	Step 5	\$18.23	Step 5	\$18.69	Step 5	\$18.90	Step 5	\$19.28
922	Non-exempt	Instructor I	Step 1	\$21.02	Step 1	\$22.21	Step 1	\$22.21	Step 1	\$22.76	Step 1	\$22.76	Step 1	\$23.22
			Step 2	\$22.13	Step 2	\$23.38	Step 2	\$23.38	Step 2	\$23.96	Step 2	\$23.96	Step 2	\$24.44
			Step 3	\$23.29	Step 3	\$24.61	Step 3	\$24.61	Step 3	\$25.22	Step 3	\$25.22	Step 3	\$25.73
			Step 4	\$24.52	Step 4	\$25.90	Step 4	\$25.90	Step 4	\$26.55	Step 4	\$26.55	Step 4	\$27.08
			Step 5	\$25.81	Step 5	\$27.26	Step 5	\$27.26	Step 5	\$27.95	Step 5	\$27.95	Step 5	\$28.51
923	Non-exempt	Instructor II	Step 1	\$25.60	Step 1	\$27.03	Step 1	\$27.03	Step 1	\$27.71	Step 1	\$27.71	Step 1	\$28.26
			Step 2	\$26.95	Step 2	\$28.45	Step 2	\$28.45	Step 2	\$29.17	Step 2	\$29.17	Step 2	\$29.75
			Step 3	\$28.37	Step 3	\$29.95	Step 3	\$29.95	Step 3	\$30.70	Step 3	\$30.70	Step 3	\$31.32
			Step 4	\$29.86	Step 4	\$31.53	Step 4	\$31.53	Step 4	\$32.32	Step 4	\$32.32	Step 4	\$32.97
			Step 5	\$31.43	Step 5	\$33.19	Step 5	\$33.19	Step 5	\$34.02	Step 5	\$34.02	Step 5	\$34.71
982	Non-exempt	Instructor III	Step 1	\$29.46	Step 1	\$31.12	Step 1	\$31.12	Step 1	\$31.89	Step 1	\$31.89	Step 1	\$32.54
			Step 2	\$31.01	Step 2	\$32.76	Step 2	\$32.76	Step 2	\$33.57	Step 2	\$33.57	Step 2	\$34.25
			Step 3	\$32.64	Step 3	\$34.48	Step 3	\$34.48	Step 3	\$35.34	Step 3	\$35.34	Step 3	\$36.05
			Step 4	\$34.36	Step 4	\$36.29	Step 4	\$36.29	Step 4	\$37.20	Step 4	\$37.20	Step 4	\$37.95
			Step 5	\$36.17	Step 5	\$38.20	Step 5	\$38.20	Step 5	\$39.16	Step 5	\$39.16	Step 5	\$39.95
924	Non-exempt	Librarian	Step 1	\$27.03	Step 1	\$28.56	Step 1	\$28.56	Step 1	\$29.26	Step 1	\$29.26	Step 1	\$29.86
			Step 2	\$28.45	Step 2	\$30.06	Step 2	\$30.06	Step 2	\$30.80	Step 2	\$30.80	Step 2	\$31.43
			Step 3	\$29.95	Step 3	\$31.64	Step 3	\$31.64	Step 3	\$32.42	Step 3	\$32.42	Step 3	\$33.08
			Step 4	\$31.53	Step 4	\$33.30	Step 4	\$33.30	Step 4	\$34.13	Step 4	\$34.13	Step 4	\$34.82
			Step 5	\$33.19	Step 5	\$35.05	Step 5	\$35.05	Step 5	\$35.93	Step 5	\$35.93	Step 5	\$36.65
925	Non-exempt	Library Clerk	Step 1	\$20.13	Step 1	\$21.26	Step 1	\$21.26	Step 1	\$21.79	Step 1	\$21.79	Step 1	\$22.24
			Step 2	\$21.19	Step 2	\$22.38	Step 2	\$22.38	Step 2	\$22.94	Step 2	\$22.94	Step 2	\$23.41
			Step 3	\$22.30	Step 3	\$23.56	Step 3	\$23.56	Step 3	\$24.15	Step 3	\$24.15	Step 3	\$24.64
			Step 4	\$23.47	Step 4	\$24.80	Step 4	\$24.80	Step 4	\$25.42	Step 4	\$25.42	Step 4	\$25.94
			Step 5	\$24.71	Step 5	\$26.10	Step 5	\$26.10	Step 5	\$26.76	Step 5	\$26.76	Step 5	\$27.30
930	Non-exempt	Library Page	Step 1	\$13.50	Step 1	\$14.23	Step 1	\$15.00	Step 1	\$15.23	Step 1	\$15.40	Step 1	\$15.70
			Step 2	\$14.20	Step 2	\$14.98	Step 2	\$15.75	Step 2	\$16.03	Step 2	\$16.21	Step 2	\$16.53
			Step 3	\$14.94	Step 3	\$15.77	Step 3	\$16.54	Step 3	\$16.87	Step 3	\$17.06	Step 3	\$17.40
			Step 4	\$15.72	Step 4	\$16.60	Step 4	\$17.36	Step 4	\$17.76	Step 4	\$17.96	Step 4	\$18.32
			Step 5	\$16.54	Step 5	\$17.47	Step 5	\$18.23	Step 5	\$18.69	Step 5	\$18.90	Step 5	\$19.28
935	Non-exempt	Maintenance Assistant	Step 1	\$16.20	Step 1	\$17.10	Step 1	\$17.10	Step 1	\$17.54	Step 1	\$17.54	Step 1	\$17.90
			Step 2	\$17.05	Step 2	\$18.00	Step 2	\$18.00	Step 2	\$18.46	Step 2	\$18.46	Step 2	\$18.84
			Step 3	\$17.95	Step 3	\$18.95	Step 3	\$18.95	Step 3	\$19.43	Step 3	\$19.43	Step 3	\$19.83
			Step 4	\$18.89	Step 4	\$19.95	Step 4	\$19.95	Step 4	\$20.45	Step 4	\$20.45	Step 4	\$20.87
			Step 5	\$19.88	Step 5	\$21.00	Step 5	\$21.00	Step 5	\$21.53	Step 5	\$21.53	Step 5	\$21.97

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			Steps	Rate	Steps	Rate	Steps	Rate	Steps	Rate	Steps	Rate	Steps	Rate
936	Non-exempt	Open Space Technician	Step 1	\$16.20	Step 1	\$17.10	Step 1	\$17.10	Step 1	\$17.54	Step 1	\$17.54	Step 1	\$17.90
			Step 2	\$17.05	Step 2	\$18.00	Step 2	\$18.00	Step 2	\$18.46	Step 2	\$18.46	Step 2	\$18.84
			Step 3	\$17.95	Step 3	\$18.95	Step 3	\$18.95	Step 3	\$19.43	Step 3	\$19.43	Step 3	\$19.83
			Step 4	\$18.89	Step 4	\$19.95	Step 4	\$19.95	Step 4	\$20.45	Step 4	\$20.45	Step 4	\$20.87
			Step 5	\$19.88	Step 5	\$21.00	Step 5	\$21.00	Step 5	\$21.53	Step 5	\$21.53	Step 5	\$21.97
937	Non-exempt	Print Shop Assistant	Step 1	\$20.13	Step 1	\$21.26	Step 1	\$21.26	Step 1	\$21.79	Step 1	\$21.79	Step 1	\$22.24
			Step 2	\$21.19	Step 2	\$22.38	Step 2	\$22.38	Step 2	\$22.94	Step 2	\$22.94	Step 2	\$23.41
			Step 3	\$22.30	Step 3	\$23.56	Step 3	\$23.56	Step 3	\$24.15	Step 3	\$24.15	Step 3	\$24.64
			Step 4	\$23.47	Step 4	\$24.80	Step 4	\$24.80	Step 4	\$25.42	Step 4	\$25.42	Step 4	\$25.94
			Step 5	\$24.71	Step 5	\$26.10	Step 5	\$26.10	Step 5	\$26.76	Step 5	\$26.76	Step 5	\$27.30
938	Non-exempt	Project Construction Inspector	Step 1	\$29.12	Step 1	\$30.76	Step 1	\$30.76	Step 1	\$31.52	Step 1	\$31.52	Step 1	\$32.17
			Step 2	\$30.65	Step 2	\$32.38	Step 2	\$32.38	Step 2	\$33.18	Step 2	\$33.18	Step 2	\$33.86
			Step 3	\$32.26	Step 3	\$34.08	Step 3	\$34.08	Step 3	\$34.93	Step 3	\$34.93	Step 3	\$35.64
			Step 4	\$33.96	Step 4	\$35.87	Step 4	\$35.87	Step 4	\$36.77	Step 4	\$36.77	Step 4	\$37.52
			Step 5	\$35.75	Step 5	\$37.76	Step 5	\$37.76	Step 5	\$38.71	Step 5	\$38.71	Step 5	\$39.49
939	Non-exempt	Project Specialist	Step 1	\$22.24	Step 1	\$23.49	Step 1	\$23.49	Step 1	\$24.09	Step 1	\$24.09	Step 1	\$24.58
			Step 2	\$23.41	Step 2	\$24.73	Step 2	\$24.73	Step 2	\$25.36	Step 2	\$25.36	Step 2	\$25.87
			Step 3	\$24.64	Step 3	\$26.03	Step 3	\$26.03	Step 3	\$26.69	Step 3	\$26.69	Step 3	\$27.23
			Step 4	\$25.94	Step 4	\$27.40	Step 4	\$27.40	Step 4	\$28.09	Step 4	\$28.09	Step 4	\$28.66
			Step 5	\$27.31	Step 5	\$28.84	Step 5	\$28.84	Step 5	\$29.57	Step 5	\$29.57	Step 5	\$30.17
940	Non-exempt	Recreation Aide	Step 1	\$13.50	Step 1	\$14.23	Step 1	\$15.00	Step 1	\$15.23	Step 1	\$15.40	Step 1	\$15.70
			Step 2	\$14.20	Step 2	\$14.98	Step 2	\$15.75	Step 2	\$16.03	Step 2	\$16.21	Step 2	\$16.53
			Step 3	\$14.94	Step 3	\$15.77	Step 3	\$16.54	Step 3	\$16.87	Step 3	\$17.06	Step 3	\$17.40
			Step 4	\$15.72	Step 4	\$16.60	Step 4	\$17.36	Step 4	\$17.76	Step 4	\$17.96	Step 4	\$18.32
			Step 5	\$16.54	Step 5	\$17.47	Step 5	\$18.23	Step 5	\$18.69	Step 5	\$18.90	Step 5	\$19.28
941	Non-exempt	Recreation Leader I	Step 1	\$13.50	Step 1	\$14.23	Step 1	\$15.00	Step 1	\$15.23	Step 1	\$15.40	Step 1	\$15.70
			Step 2	\$14.20	Step 2	\$14.98	Step 2	\$15.75	Step 2	\$16.03	Step 2	\$16.21	Step 2	\$16.53
			Step 3	\$14.94	Step 3	\$15.77	Step 3	\$16.54	Step 3	\$16.87	Step 3	\$17.06	Step 3	\$17.40
			Step 4	\$15.72	Step 4	\$16.60	Step 4	\$17.36	Step 4	\$17.76	Step 4	\$17.96	Step 4	\$18.32
			Step 5	\$16.54	Step 5	\$17.47	Step 5	\$18.23	Step 5	\$18.69	Step 5	\$18.90	Step 5	\$19.28
942	Non-exempt	Recreation Leader II	Step 1	\$14.92	Step 1	\$15.77	Step 1	\$16.45	Step 1	\$16.79	Step 1	\$17.06	Step 1	\$17.40
			Step 2	\$15.71	Step 2	\$16.60	Step 2	\$17.32	Step 2	\$17.67	Step 2	\$17.96	Step 2	\$18.32
			Step 3	\$16.54	Step 3	\$17.47	Step 3	\$18.23	Step 3	\$18.60	Step 3	\$18.90	Step 3	\$19.28
			Step 4	\$17.41	Step 4	\$18.39	Step 4	\$19.14	Step 4	\$19.58	Step 4	\$19.89	Step 4	\$20.29
			Step 5	\$18.33	Step 5	\$19.36	Step 5	\$20.10	Step 5	\$20.61	Step 5	\$20.94	Step 5	\$21.36
943	Non-exempt	Recreation Leader III	Step 1	\$16.99	Step 1	\$17.94	Step 1	\$18.14	Step 1	\$18.51	Step 1	\$18.90	Step 1	\$19.29
			Step 2	\$17.88	Step 2	\$18.88	Step 2	\$19.10	Step 2	\$19.48	Step 2	\$19.89	Step 2	\$20.30
			Step 3	\$18.82	Step 3	\$19.87	Step 3	\$20.10	Step 3	\$20.50	Step 3	\$20.94	Step 3	\$21.37
			Step 4	\$19.81	Step 4	\$20.92	Step 4	\$21.11	Step 4	\$21.58	Step 4	\$22.04	Step 4	\$22.49
			Step 5	\$20.85	Step 5	\$22.02	Step 5	\$22.16	Step 5	\$22.72	Step 5	\$23.20	Step 5	\$23.67

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Job Code	FLSA	Job Title	Salary Effective 1/1/2018 (Min Wage \$13.50)		Salary Effective 07/01/2018		Salary Effective 01/01/2019 (Min Wage- \$15)		Salary Effective 7/1/2019		Salary Effective 1/1/2020 (Min Wage- \$15.40)		Salary Effective 7/1/2020	
			Steps	Rate	Steps	Rate	Steps	Rate	Steps	Rate	Steps	Rate	Steps	Rate
948	Non-exempt	Stock Clerk	Step 1	\$16.10	Step 1	\$17.01	Step 1	\$17.01	Step 1	\$17.43	Step 1	\$17.43	Step 1	\$17.78
			Step 2	\$16.95	Step 2	\$17.91	Step 2	\$17.91	Step 2	\$18.35	Step 2	\$18.35	Step 2	\$18.72
			Step 3	\$17.84	Step 3	\$18.85	Step 3	\$18.85	Step 3	\$19.32	Step 3	\$19.32	Step 3	\$19.71
			Step 4	\$18.78	Step 4	\$19.84	Step 4	\$19.84	Step 4	\$20.34	Step 4	\$20.34	Step 4	\$20.75
			Step 5	\$19.77	Step 5	\$20.88	Step 5	\$20.88	Step 5	\$21.41	Step 5	\$21.41	Step 5	\$21.84
950	Non-exempt	Technical Specialist	Step 1	\$18.01	Step 1	\$19.03	Step 1	\$19.03	Step 1	\$19.50	Step 1	\$19.50	Step 1	\$19.90
			Step 2	\$18.96	Step 2	\$20.03	Step 2	\$20.03	Step 2	\$20.53	Step 2	\$20.53	Step 2	\$20.95
			Step 3	\$19.96	Step 3	\$21.08	Step 3	\$21.08	Step 3	\$21.61	Step 3	\$21.61	Step 3	\$22.05
			Step 4	\$21.01	Step 4	\$22.19	Step 4	\$22.19	Step 4	\$22.75	Step 4	\$22.75	Step 4	\$23.21
			Step 5	\$22.12	Step 5	\$23.36	Step 5	\$23.36	Step 5	\$23.95	Step 5	\$23.95	Step 5	\$24.43
954	Non-exempt	Arts & Science Aide	Step 1	\$13.50	Step 1	\$14.23	Step 1	\$15.00	Step 1	\$15.23	Step 1	\$15.40	Step 1	\$15.70
			Step 2	\$14.20	Step 2	\$14.98	Step 2	\$15.75	Step 2	\$16.03	Step 2	\$16.21	Step 2	\$16.53
			Step 3	\$14.94	Step 3	\$15.77	Step 3	\$16.54	Step 3	\$16.87	Step 3	\$17.06	Step 3	\$17.40
			Step 4	\$15.72	Step 4	\$16.60	Step 4	\$17.36	Step 4	\$17.76	Step 4	\$17.96	Step 4	\$18.32
			Step 5	\$16.54	Step 5	\$17.47	Step 5	\$18.23	Step 5	\$18.69	Step 5	\$18.90	Step 5	\$19.28
951	Non-exempt	Arts & Science Professional I	Step 1	\$21.02	Step 1	\$22.21	Step 1	\$22.21	Step 1	\$22.76	Step 1	\$22.76	Step 1	\$23.22
			Step 2	\$22.13	Step 2	\$23.38	Step 2	\$23.38	Step 2	\$23.96	Step 2	\$23.96	Step 2	\$24.44
			Step 3	\$23.29	Step 3	\$24.61	Step 3	\$24.61	Step 3	\$25.22	Step 3	\$25.22	Step 3	\$25.73
			Step 4	\$24.52	Step 4	\$25.90	Step 4	\$25.90	Step 4	\$26.55	Step 4	\$26.55	Step 4	\$27.08
			Step 5	\$25.81	Step 5	\$27.26	Step 5	\$27.26	Step 5	\$27.95	Step 5	\$27.95	Step 5	\$28.51
952	Non-exempt	Arts & Science Professional II	Step 1	\$25.60	Step 1	\$27.03	Step 1	\$27.03	Step 1	\$27.71	Step 1	\$27.71	Step 1	\$28.26
			Step 2	\$26.95	Step 2	\$28.45	Step 2	\$28.45	Step 2	\$29.17	Step 2	\$29.17	Step 2	\$29.75
			Step 3	\$28.37	Step 3	\$29.95	Step 3	\$29.95	Step 3	\$30.70	Step 3	\$30.70	Step 3	\$31.32
			Step 4	\$29.86	Step 4	\$31.53	Step 4	\$31.53	Step 4	\$32.32	Step 4	\$32.32	Step 4	\$32.97
			Step 5	\$31.43	Step 5	\$33.19	Step 5	\$33.19	Step 5	\$34.02	Step 5	\$34.02	Step 5	\$34.71
983	Non-exempt	Arts & Science Professional III	Step 1	\$29.46	Step 1	\$31.12	Step 1	\$31.12	Step 1	\$31.89	Step 1	\$31.89	Step 1	\$32.54
			Step 2	\$31.01	Step 2	\$32.76	Step 2	\$32.76	Step 2	\$33.57	Step 2	\$33.57	Step 2	\$34.25
			Step 3	\$32.64	Step 3	\$34.48	Step 3	\$34.48	Step 3	\$35.34	Step 3	\$35.34	Step 3	\$36.05
			Step 4	\$34.36	Step 4	\$36.29	Step 4	\$36.29	Step 4	\$37.20	Step 4	\$37.20	Step 4	\$37.95
			Step 5	\$36.17	Step 5	\$38.20	Step 5	\$38.20	Step 5	\$39.16	Step 5	\$39.16	Step 5	\$39.95
953	Non-exempt	Arts & Science Technician	Step 1	\$14.92	Step 1	\$15.77	Step 1	\$15.77	Step 1	\$16.17	Step 1	\$16.17	Step 1	\$16.50
			Step 2	\$15.71	Step 2	\$16.60	Step 2	\$16.60	Step 2	\$17.02	Step 2	\$17.02	Step 2	\$17.37
			Step 3	\$16.54	Step 3	\$17.47	Step 3	\$17.47	Step 3	\$17.92	Step 3	\$17.92	Step 3	\$18.28
			Step 4	\$17.41	Step 4	\$18.39	Step 4	\$18.39	Step 4	\$18.86	Step 4	\$18.86	Step 4	\$19.24
			Step 5	\$18.33	Step 5	\$19.36	Step 5	\$19.36	Step 5	\$19.85	Step 5	\$19.85	Step 5	\$20.25
955	Non-exempt	Zoological Assistant	Step 1	\$22.24	Step 1	\$23.49	Step 1	\$23.49	Step 1	\$24.09	Step 1	\$24.09	Step 1	\$24.58
			Step 2	\$23.41	Step 2	\$24.73	Step 2	\$24.73	Step 2	\$25.36	Step 2	\$25.36	Step 2	\$25.87
			Step 3	\$24.64	Step 3	\$26.03	Step 3	\$26.03	Step 3	\$26.69	Step 3	\$26.69	Step 3	\$27.23
			Step 4	\$25.94	Step 4	\$27.40	Step 4	\$27.40	Step 4	\$28.09	Step 4	\$28.09	Step 4	\$28.66
			Step 5	\$27.31	Step 5	\$28.84	Step 5	\$28.84	Step 5	\$29.57	Step 5	\$29.57	Step 5	\$30.17

City of Palo Alto
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Job Code	FLSA	Job Title	Salary Effective 1/1/2018 (Min Wage \$13.50)		Salary Effective 07/01/2018		Salary Effective 01/01/2019 (Min Wage- \$15)		Salary Effective 7/1/2019		Salary Effective 1/1/2020 (Min Wage- \$15.40)		Salary Effective 7/1/2020	
			Steps	Rate	Steps	Rate	Steps	Rate	Steps	Rate	Steps	Rate	Steps	Rate
960	Non-exempt	Police Reserve I	Step 1	\$27.53	Step 1	\$49.20	Step 1	\$49.20	Step 1	\$50.43	Step 1	\$50.43	Step 1	\$51.44
961	Non-exempt	Police Reserve II	Step 1	\$22.04	Step 1	\$44.08	Step 1	\$44.08	Step 1	\$45.19	Step 1	\$45.19	Step 1	\$46.10
962	Non-exempt	Technician I	Step 1	\$16.20	Step 1	\$17.10	Step 1	\$17.10	Step 1	\$17.54	Step 1	\$17.54	Step 1	\$17.90
			Step 2	\$17.05	Step 2	\$18.00	Step 2	\$18.00	Step 2	\$18.46	Step 2	\$18.46	Step 2	\$18.84
			Step 3	\$17.95	Step 3	\$18.95	Step 3	\$18.95	Step 3	\$19.43	Step 3	\$19.43	Step 3	\$19.83
			Step 4	\$18.89	Step 4	\$19.95	Step 4	\$19.95	Step 4	\$20.45	Step 4	\$20.45	Step 4	\$20.87
			Step 5	\$19.88	Step 5	\$21.00	Step 5	\$21.00	Step 5	\$21.53	Step 5	\$21.53	Step 5	\$21.97
963	Non-exempt	Technician II	Step 1	\$22.24	Step 1	\$23.49	Step 1	\$23.49	Step 1	\$24.09	Step 1	\$24.09	Step 1	\$24.58
			Step 2	\$23.41	Step 2	\$24.73	Step 2	\$24.73	Step 2	\$25.36	Step 2	\$25.36	Step 2	\$25.87
			Step 3	\$24.64	Step 3	\$26.03	Step 3	\$26.03	Step 3	\$26.69	Step 3	\$26.69	Step 3	\$27.23
			Step 4	\$25.94	Step 4	\$27.40	Step 4	\$27.40	Step 4	\$28.09	Step 4	\$28.09	Step 4	\$28.66
			Step 5	\$27.31	Step 5	\$28.84	Step 5	\$28.84	Step 5	\$29.57	Step 5	\$29.57	Step 5	\$30.17
TBD	Non-exempt	General Laborer	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
			\$13.50	\$60.00	\$14.25	\$63.35	\$15.00	\$63.35	\$15.38	\$64.93	\$15.40	\$64.93	\$15.71	\$66.23
TBD	Non-exempt	Inspector	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
			\$13.50	\$60.00	\$14.25	\$63.35	\$15.00	\$63.35	\$15.38	\$64.93	\$15.40	\$64.93	\$15.71	\$66.23
TBD	Non-exempt	Journey Level Laborer	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
			\$13.50	\$80.00	\$14.25	\$84.46	\$15.00	\$84.46	\$15.38	\$86.57	\$15.40	\$86.57	\$15.71	\$88.30
TBD	Non-exempt	Staff Specialist	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
			\$13.50	\$80.00	\$14.25	\$84.46	\$15.00	\$84.46	\$15.38	\$86.57	\$15.40	\$86.57	\$15.71	\$88.30
972	Non-exempt	Management Specialist	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
			\$13.50	\$130.00	\$14.25	\$130.00	\$15.00	\$130.00	\$15.38	\$130.00	\$15.40	\$130.00	\$15.71	\$130.00