



## FINANCE COMMITTEE MEETING

5/10/2022

 Placed Before Meeting Received at Meeting

# 1

City of Palo Alto

## MEMORANDUM

To: Finance Committee

Date: May 10, 2022

SUBJECT: Agenda Item #1: Additional Information

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Staff would like to provide the Finance Committee additional information for the May 10 and May 11 FY 2023 Budget Hearing meetings.

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

In previous years, the City Council has made a variety of requests to provide context and/or additional data points of reference to aid in budget deliberations. Staff has compiled these items to assist the Finance Committee's review of the FY 2023 Proposed Budget documents.

**Capital Fund Reappropriation List**

City Council authorization is required for Capital funds to be carried forward from one fiscal year to the next (Palo Alto Municipal Code 2.28.090, amended September 2014). There are several opportunities for departments to request funds to be carried over from one fiscal year to the next. First, departments have the opportunity to request funds to be carried over from one year to the next through the budget process. By estimating lower than budgeted expenditures in the current year, funds not anticipated to be spent in the current year but still required for the completion of the project are reflected in the first year of the five-year CIP. The Fund Narrative for each fund indicates the total amount of reappropriations included in this budget. Additionally, as part of the year-end closing actions anticipated to be brought forward for City Council approval in the Fall, all projects will be reviewed to determine if additional adjustments to reappropriations are required. **Attachment A** shows the reappropriated amounts by fund and by capital project estimated not to be spent in FY 2022. These amounts are recommended to be reappropriated to FY 2023 to continue work on the projects and keep the total project budgets intact over the five-year CIP.

**Additional Staffing Information:**

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

**Summary Comparison of Vacancies Citywide May 2021 & May 2022**

	<b>May 2021 Vacancies*</b>	<b>FY 2021 Adopted Budget*</b>	<b>May 2022 Vacancies**</b>	<b>FY 2022 Adjusted Budget**</b>
<b>General Fund</b>	37.09	509.91	58.75	519.46
<b>Enterprise Funds</b>	43.44	354.39	68.00	364.08
<b>Other Funds</b>	6.62	94.05	13.00	92.46
<b>Total</b>	<b>87.15</b>	<b>958.35</b>	<b>139.75</b>	<b>976.00</b>
<b>Vacancy Rate</b>		9.1%		14.3%

\* May 2021 Vacancies and FY 2021 Adopted Budget exclude 76.50 full-time positions (64.52 in the General Fund) that were frozen and defunded during the fiscal year.

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

*FY 2022 Hiring Status:* As requested by the City Council, staff has included a hiring status update in **Attachment C** for positions added in the Preliminary Q1 FY 2022 Financial Status (CMR 13439), Staffing for Adequate Fire and Emergency Response (SAFER) Grant (CMR 13643), and FY 2022 Mid-Year Budget Review (CMR 13801). Actions in these reports included staffing additions, deletions, and reclassifications resulting in a net addition of 20.0 full-time and three part-time (0.94 FTE). This attachment includes the position title, action, and hiring status.

*FY 2023 Recruitments:* As requested by the City Council, staff has calculated the estimated cost savings that may result if the hiring of new positions is delayed in FY 2023 due to recruitment backlogs, highly competitive labor markets, and other factors. The FY 2023 Proposed Budget includes investments of 6.0 million in the General Fund (\$8.5 million Citywide) in staffing and other resources that are necessary to meet immediate health, safety, and regulatory needs, and continue reinvestments in community services. The majority of these costs reflect the salary and benefits of new staffing. Overall, this FY 2023 Proposed budget includes a net addition of 38.85 full-time and nearly twenty part-time (6.67 FTE) positions in the General Fund. A one-month delay in hiring these positions would result in cost savings of approximately \$500,000 Citywide (\$375,000 in the General Fund). This estimate considers variable costs such as salary and healthcare for staffing added in FY 2023. It does not include cost savings for staffing added during FY 2022 that remain unfilled.

**Citywide General Expenses**

As requested by the City Council, staff has included a reconciliation of the General Expense budget category from FY 2022 Adopted to FY 2023 Proposed. Overall, this budget category is increasing by \$15.1M over prior year levels primarily due to increases in the Utility Litigation Reserve (\$5.1M), establishment of a reserve to extend service reinvestments for an additional year in FY 2024 (\$3.7M), and funding for building electrification efforts (\$1.6M). Additional adjustments include Project Homekey (\$1.0M), the downtown housing plan grant (\$0.8M), funding for the Teen Center (\$0.2M), and other minor adjustments.

<b>FY 2022 Adopted</b>		<b>\$16.5M</b>
	<u>One-Time Prior Year Budget Adjustments:</u>	
<i>General Fund: NON</i>	Reserve: City Council Uncertainty	(\$0.5M)
<i>General Fund: NON</i>	Reserve: Administrative Support	<u>(\$0.3M)</u>
	<b>Total One-Time Prior Year Budget Adjustments</b>	<b>(\$0.8M)</b>
	<u>Budget Adjustments:</u>	
<i>General Fund: NON</i>	Reserve: Utility Litigation (Equity Transfer)*	\$8.6M
<i>General Fund: NON</i>	Reserve: FY 2023 Service Reinvestments to FY 2024	\$3.7M
<i>General Fund: NON</i>	Reserve: Project Homekey	\$1.0M
<i>General Fund: PDS</i>	Downtown Housing Plan	\$0.8M
<i>General Fund: NON</i>	Teen Center	\$0.2M
<i>Enterprise Funds</i>	Building Electrification	\$1.6M
<i>All Funds</i>	Other Net Adjustments	<u>\$0.1M</u>
	<b>Total Budget Adjustments</b>	<b>\$16.0M</b>
<b>FY 2023 Proposed</b>		<b>\$31.7M</b>
* This includes \$5.1M to increase the litigation reserve (to \$17.5 M), and net-zero reallocation of \$3.5M from Contract Services to General Expense for potential ongoing costs related to the Utility Transfer litigation.		

### **City's List of Lease Information**


A list of City properties that are currently being leased, including information of the lease rate, can be found in **Attachment D** of this memo.

### **Service Provider Spend Report for FY 2020, FY 2021, and Year-to-Date FY 2022**


**Attachment E** is a list of service providers where the City spent more than \$1 million between FY 2020 through FY 2022 (year-to-date).

### **Department Organization Charts**

This [link](#) contains Organizational Charts displaying the divisional structure and manager to employee span of control for each City department; positions with supervisory responsibilities are shown in green. These charts display City Council authorized staffing levels as of May 4, 2022, and do not show staffing changes recommended in the FY 2023 Proposed Budget, as those changes have not been approved by the City Council. These charts show vacant positions as of May 4, 2022, but do not show temporarily approved staffing needs as a result of vacancies across the City.

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 Director of Administrative Services

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Ed Shikada  
 City Manager

## Attachment A: Capital Improvement Plan FY 2022 Reappropriations to FY 2023

Fund Number and Name	Project Title	Proj. No.	Expense Reappropriation Adjustment	Revenue Reappropriation Adjustment
471 - Capital Improvement Fund	Americans With Disabilities Act Compliance	PF-93009	538,000.00	
	Animal Shelter Renovation	PE-19002	665,700.00	
	Art In Public Spaces	AC-86017	1,200,000.00	
	Boulevard Park Improvements	PE-17005	3,124,000.00	1,500,000.00
	Building Systems Improvements	PF-01003	100,000.00	
	Churchill Avenue Enhanced Bikeway	PL-14000	2,776,100.00	
	Churchill Avenue/Alma Street Railroad Crossing Safety Improvements	PL-20000	3,845,900.00	3,845,900.00
	City Bridge Improvements	PE-20001	50,000.00	
	City Facility Parking Lot Maintenance	PE-09003	199,000.00	
	City Hall Space Planning	PE-19000	375,000.00	
	Civic Center Electrical Upgrade & EV Charger Installation	PE-17010	485,400.00	240,000.00
	Civic Center Fire Life Safety Upgrades	PE-18016	161,100.00	
	Civic Center Waterproofing Study and Repairs	PE-15020	274,000.00	
	Dog Park Installation and Renovation	PG-18001	150,000.00	150,000.00
	Downtown Automated Parking Guidance Systems, Access Controls & Revenue Collection Equip.	PL-15002	2,419,100.00	
	Facility Interior Finishes Replacement	PF-02022	209,700.00	
	Foothills Nature Preserve Boronda Lake Dock Replacement	OS-18000	210,000.00	
	Library Automated Material Handling	LB-21000	550,000.00	350,000.00
	Municipal Service Center Lighting, Mechanical, and Electrical Improvements	PF-16006	5,716,100.00	1,539,000.00
	New California Avenue Area Parking Garage	PE-18000	321,400.00	
	New Downtown Parking Garage	PE-15007	10,600.00	
	Newell Road/San Francisco Creek Bridge Replacement	PE-12011	1,129,000.00	
	Park Restroom Installation	PG-19000	339,600.00	350,000.00
	Police Video Recording Systems Replacement	PD-20000	15,000.00	
	Railroad Grade Separation and Safety Improvements	PL-17001	1,030,900.00	
	Roofing Replacement	PF-00006	100,000.00	
	Sign Reflectivity Upgrade	PO-11000	35,000.00	
	Thermoplastic Lane Marking and Striping	PO-11001	50,000.00	
	Transportation and Parking Improvements	PL-12000	500,000.00	500,000.00
	University Avenue Parking Improvements	PF-14003	100,000.00	
Water, Gas, Wastewater Office Remodel	PE-19001	570,000.00	570,000.00	
<b>471 - Capital Improvement Fund Total</b>			<b>27,250,600.00</b>	<b>9,044,900.00</b>
472 - Cubberley Property Infrastructure Fund	Cubberley Field Restroom	CB-17002	239,600.00	
	Cubberley Repairs	CB-17001	160,000.00	
	Cubberley Roof Replacements	CB-16002	968,000.00	
<b>472 - Cubberley Property Infrastructure Fund Total</b>			<b>1,367,600.00</b>	
530 - Airport Enterprise Fund	Airport Layout Plan	AP-21000	305,000.00	274,500.00
	Airport Temporary Office Buildings	AP-22001	60,000.00	
	Automated Weather Observation System (AWOS)	AP-19000	88,000.00	79,200.00
<b>530 - Airport Enterprise Fund Total</b>			<b>453,000.00</b>	<b>353,700.00</b>
523 - Electric Fund	SCADA System Upgrades	EL-02010	120,000.00	
<b>523 - Electric Fund Total</b>			<b>120,000.00</b>	
524 - Gas Fund	Gas Distribution System Improvements	GS-11002	250,000.00	
<b>524 - Gas Fund Total</b>			<b>250,000.00</b>	
528 - Stormwater Management Fund	Corporation Way System Upgrades and Pump Station	SD-21000	2,464,200.00	
	Green Stormwater Infrastructure	SD-22001	500,000.00	
	Storm Drainage System Replacement And Rehabilitation	SD-06101	841,100.00	
	Trash Capture Device Installation	SD-22002	488,000.00	613,000.00
<b>528 - Stormwater Management Fund Total</b>			<b>4,293,300.00</b>	<b>613,000.00</b>
527 - Wastewater Collection Fund	Wastewater System Improvements	WC-15002	100,000.00	
<b>527 - Wastewater Collection Fund Total</b>			<b>100,000.00</b>	
526 - Wastewater Treatment Fund	Advanced Water Purification Facility	WQ-19003		1,691,000.00
	Horizontal Levee Pilot	WQ-22001	17,900.00	
	New Laboratory And Environmental Services Building	WQ-14002	2,572,600.00	2,510,000.00
	Outfall Line Construction	WQ-19000	10,582,800.00	10,582,800.00
	Plant Repair, Retrofit, and Equipment Replacement	WQ-19002	613,100.00	
	Primary Sedimentation Tank Rehabilitation	WQ-14003	2,628,000.00	12,632,000.00
	Secondary Treatment Upgrades	WQ-19001	37,700.00	4,462,000.00
<b>526 - Wastewater Treatment Fund Total</b>			<b>16,452,100.00</b>	<b>31,877,800.00</b>
522 - Water Fund	Water Main Replacement - Project 29	WS-15002	250,000.00	
<b>522 - Water Fund Total</b>			<b>250,000.00</b>	
682 - Technology Fund	City Council Chambers Upgrade	TE-19001	1,697,500.00	
	Enterprise Resource Planning Upgrade	TE-19000	2,029,000.00	
	Radio Infrastructure Replacement	TE-05000	259,900.00	
	Utilities Customer Bill System Improvements	TE-10001	130,000.00	
<b>682 - Technology Fund Total</b>			<b>4,116,400.00</b>	
681 - Vehicle Replacement & Maintenance Fund	Scheduled Vehicle and Equipment Replacement - Fiscal Year 2020	VR-20000	786,700.00	
	Scheduled Vehicle and Equipment Replacement - Fiscal Year 2021	VR-21000	224,700.00	
	Scheduled Vehicle and Equipment Replacement - Fiscal Year 2022	VR-22000	300,000.00	
<b>681 - Vehicle Replacement &amp; Maintenance Fund Total</b>			<b>1,311,400.00</b>	
<b>Grand Total</b>			<b>55,964,400.00</b>	<b>41,889,400.00</b>

## Attachment B: Vacancy Report as of May 2022

	Vacancy Date	Hiring Status	General Fund	Enterprise Funds	Other Funds	Total
<b>Administrative Services Department</b>						
Acct Spec	Aug-21	Awaiting Requisition	-	0.50	-	0.50
Acct Spec	Nov-21	Active Recruitment	1.00	-	-	1.00
Senior Management Analyst	Feb-22	Active Recruitment	1.00	-	-	1.00
Offset Equip Op	Jun-21	Awaiting Requisition	-	-	1.00	1.00
Management Analyst	Oct-20	Active Recruitment	1.00	-	-	1.00
Contracts Administrator	May-22	Awaiting Requisition	1.00	-	-	1.00
Accountant	Aug-21	Awaiting Requisition	-	1.00	-	1.00
Administrative Associate II	Aug-20	Requisition In Progress	0.50	-	-	0.50
<b>City Manager's Office</b>						
Administrative Assistant	Mar-22	Requisition Approved	1.00	-	-	1.00
Assistant to City Manager	Oct-20	Active Recruitment	1.00	-	-	1.00
Assistant City Manager	Mar-21	Acting Assignment	1.00	-	-	1.00
Assistant to City Manager	Oct-21	Active Recruitment	1.00	-	-	1.00
Assistant to City Manager	Oct-21	Active Recruitment	1.00	-	-	1.00
<b>Community Services Department</b>						
Program Assistant I	Feb-22	Awaiting Requisition	1.00	-	-	1.00
Coord Rec Prog	Oct-21	Active Recruitment	1.00	-	-	1.00
Management Assistant	Dec-21	Active Recruitment	1.00	-	-	1.00
Park Maint Person	Dec-21	Active Recruitment	1.00	-	-	1.00
Bldg Serviceperson	Nov-21	Active Recruitment	1.00	-	-	1.00
Program Assistant II	Nov-21	Awaiting Requisition	1.00	-	-	1.00
Prod Arts/Sci Prog	Jul-20	Active Recruitment	1.00	-	-	1.00
Sprinkler Sys Repr	Dec-21	Active Recruitment	1.00	-	-	1.00
<b>Fire Department</b>						
Opr Prmdc-12.5 EMT	Mar-22	Awaiting Requisition	1.00	-	-	1.00
F Fgh Prmdc-12.5 EMT	Feb-22	Awaiting Requisition	1.00	-	-	1.00
Opr Prmdc-12.5 EMT	Dec-21	Awaiting Requisition	1.00	-	-	1.00
Deputy Chief/Fire Marshall	Oct-21	Acting Assignment	1.00	-	-	1.00
Fire Fighter EMT	Oct-21	Awaiting Requisition	1.00	-	-	1.00
<b>Information Technology Department</b>						
Senior Business Analyst - M	Aug-21	Active Recruitment	-	-	1.00	1.00
Senior Technologist	Feb-22	Active Recruitment	-	-	1.00	1.00
Administrative Assistant	Apr-22	Requisition In Progress	-	-	1.00	1.00
Senior Technologist	Feb-22	Awaiting Requisition	-	-	1.00	1.00
Senior Technologist	Feb-22	Awaiting Requisition	-	-	1.00	1.00
<b>Library Department</b>						
Librarian	Apr-22	Active Recruitment	1.00	-	-	1.00
Library Associate	Apr-22	Awaiting Requisition	1.00	-	-	1.00
Sr Librarian	Oct-21	Requisition In Progress	1.00	-	-	1.00
Library Specialist	Apr-22	Awaiting Requisition	1.00	-	-	1.00
Division Head Library Services	Mar-22	Awaiting Requisition	1.00	-	-	1.00
Sr Librarian	Dec-21	Active Recruitment	1.00	-	-	1.00
Library Specialist	Aug-21	Requisition In Progress	0.50	-	-	0.50
Librarian	Apr-22	Active Recruitment	1.00	-	-	1.00
Librarian	Dec-20	Awaiting Requisition	1.00	-	-	1.00
<b>Office of Transportation</b>						
Administrative Assistant	Dec-21	Active Recruitment	1.00	-	-	1.00
Senior Engineer	Feb-22	Active Recruitment	-	-	1.00	1.00
<b>Human Resources Department</b>						
Senior Human Resources Administrator	Mar-22	Awaiting Requisition	1.00	-	-	1.00
Senior Management Analyst	Jun-21	Requisition In Progress	1.00	-	-	1.00
Human Resources Technician	Feb-22	Active Recruitment	1.00	-	-	1.00
Human Resources Representative	Dec-21	Awaiting Requisition	-	1.00	-	1.00
<b>Planning &amp; Community Environment</b>						
Planner	Apr-22	Active Recruitment	1.00	-	-	1.00
Assoc Planner	Oct-20	Active Recruitment	1.00	-	-	1.00
Administrative Associate III	Nov-21	Awaiting Requisition	1.00	-	-	1.00
Planner	Mar-22	Active Recruitment	1.00	-	-	1.00
<b>Police Department</b>						
Police Officer-Inter	Feb-22	Requisition In Progress	1.00	-	-	1.00
Police Officer-Inter	Apr-22	Requisition In Progress	1.00	-	-	1.00
Police Officer-Inter	Apr-22	Requisition In Progress	1.00	-	-	1.00
Police Officer-Inter	Jan-22	Requisition Approved	1.00	-	-	1.00
Police Records Specialist II	Dec-21	Active Recruitment	1.00	-	-	1.00
Police Records Specialist II	Nov-21	Active Recruitment	1.00	-	-	1.00
Public Safety Dispatcher - Lead	Apr-22	Requisition In Progress	1.00	-	-	1.00
Police Officer-Adv	Apr-22	Requisition In Progress	1.00	-	-	1.00

## Attachment B: Vacancy Report as of May 2022

	Vacancy Date	Hiring Status	General Fund	Enterprise Funds	Other Funds	Total
Police Agent/Adv	May-22	Requisition In Progress	1.00	-	-	1.00
<b>Public Works Department</b>						
Ind Waste Inspec	Apr-22	Active Recruitment	-	1.00	-	1.00
Administrative Associate II	Jan-22	Awaiting Requisition	-	1.00	-	1.00
Program Assistant II	Feb-20	Active Recruitment	-	1.00	-	1.00
Assistant Director Public Works	Nov-20	Awaiting Requisition	-	1.00	-	1.00
Manager Watershed Protection	Nov-21	Active Recruitment	-	1.00	-	1.00
Facilities Technician	Feb-20	Awaiting Requisition	-	0.50	-	0.50
Management Analyst	Feb-22	Active Recruitment	-	1.00	-	1.00
Management Analyst	Nov-20	Awaiting Requisition	0.75	-	-	0.75
Senior Engineer	Feb-22	Awaiting Requisition	-	1.00	-	1.00
Inspector, Field Svc	Jan-22	Requisition In Progress	-	-	1.00	1.00
Project Engineer	Apr-22	Requisition In Progress	-	-	1.00	1.00
Motor Equip Mech-L	May-22	Awaiting Requisition	-	-	1.00	1.00
Fleet Svcs Coord	Feb-22	Active Recruitment	-	-	1.00	1.00
Motor Equipment Mechanic II	May-20	Requisition In Progress	-	-	1.00	1.00
Project Manager	Oct-20	Active Recruitment	-	-	1.00	1.00
Traf Cont Maint Ii	Apr-22	Requisition In Progress	1.00	-	-	1.00
Manager Urban Forestry	Jun-21	Active Recruitment	1.00	-	-	1.00
Cement Finisher	Jun-20	Requisition In Progress	1.00	-	-	1.00
Heavy Equip Oper	Mar-19	Active Recruitment	1.00	-	-	1.00
Heavy Equip Oper	Nov-21	Active Recruitment	-	1.00	-	1.00
Tree Trim/Ln Clr	Jul-21	Active Recruitment	1.00	-	-	1.00
Tree Trim/Ln Clr	Mar-22	Requisition In Progress	1.00	-	-	1.00
Tree Trim/Ln Clr	Dec-21	Active Recruitment	1.00	-	-	1.00
Coord Pub Wks Proj	Jan-21	Awaiting Requisition	1.00	-	-	1.00
Facilities Technician	Jul-21	Active Recruitment	1.00	-	-	1.00
Environmental Spec	Feb-22	Requisition In Progress	-	1.00	-	1.00
Environmental Spec	Feb-22	Awaiting Requisition	1.00	-	-	1.00
Program Assistant II	Sep-21	Active Recruitment	-	1.00	-	1.00
Ind Waste Inspec	Jan-22	Active Recruitment	-	1.00	-	1.00
Manager Environmental Control Program	Oct-20	Requisition In Progress	-	1.00	-	1.00
Sr Operator Wqc	Oct-21	Awaiting Requisition	-	1.00	-	1.00
WQC Plt Oper II	Apr-22	Requisition In Progress	-	1.00	-	1.00
WQC Plt Oper II	Sep-21	Requisition In Progress	-	1.00	-	1.00
Chemist	Sep-21	Active Recruitment	-	1.00	-	1.00
Sr Mech	Feb-22	Requisition In Progress	-	1.00	-	1.00
Electrician	Jul-21	Requisition In Progress	-	1.00	-	1.00
<b>Utilities Department</b>						
Elec Asst I	Nov-20	Awaiting Requisition	-	1.00	-	1.00
Cement Finisher	Apr-21	Active Recruitment	-	1.00	-	1.00
Lineper/Cable Spl-L	Jan-22	Awaiting Requisition	-	1.00	-	1.00
Elec Asst I	Aug-21	Awaiting Requisition	-	1.00	-	1.00
Util Locator	Jul-21	Active Recruitment	-	1.00	-	1.00
Engr Tech III	Jan-22	Active Recruitment	-	1.00	-	1.00
Substation Electrician	Oct-19	Awaiting Requisition	-	1.00	-	1.00
Substation Electrician Lead	Apr-21	Awaiting Requisition	-	1.00	-	1.00
Util Comp Tech	Jan-20	Awaiting Requisition	-	1.00	-	1.00
Metering Technician	Feb-22	Active Recruitment	-	1.00	-	1.00
Lineper/Cable Spl	Dec-21	Awaiting Requisition	-	1.00	-	1.00
Electric Heavy Equip Oper	Aug-21	Awaiting Requisition	-	1.00	-	1.00
Street Light Traffic Signal & Fiber Tech	Oct-20	Awaiting Requisition	-	1.00	-	1.00
Utilities Engineer Estimator Lead	Aug-21	Active Recruitment	-	1.00	-	1.00
Utilities Supervisor	Dec-21	Awaiting Requisition	-	1.00	-	1.00
Util Fld Svcs Rep	Jan-22	Active Recruitment	-	1.00	-	1.00
Sr Mech	Jan-21	Active Recruitment	-	1.00	-	1.00
Assistant Director Utilities Engineering	Oct-16	Active Recruitment	-	1.00	-	1.00
Engr Tech III	Jan-22	Active Recruitment	-	1.00	-	1.00
Electric Project Engineer	Mar-22	Requisition In Progress	-	1.00	-	1.00
Administrative Associate II	Feb-22	Active Recruitment	-	1.00	-	1.00
Program Assistant I	Oct-20	Awaiting Requisition	-	1.00	-	1.00
Administrative Associate II	Mar-22	Active Recruitment	-	1.00	-	1.00
Lineper/Cable Spl	Mar-20	Active Recruitment	-	1.00	-	1.00
Utl Install Repair-Welding Cert	Dec-21	Active Recruitment	-	1.00	-	1.00
Util Comp Tech	Oct-20	Active Recruitment	-	1.00	-	1.00
Lineper/Cable Spl	Nov-21	Awaiting Requisition	-	1.00	-	1.00
Administrative Associate II	Mar-22	Active Recruitment	-	1.00	-	1.00
Project Engineer	Aug-20	Active Recruitment	-	1.00	-	1.00

## Attachment B: Vacancy Report as of May 2022

	<b>Vacancy Date</b>	<b>Hiring Status</b>	<b>General Fund</b>	<b>Enterprise Funds</b>	<b>Other Funds</b>	<b>Total</b>
Util Key Acct Rep	Aug-21	Active Recruitment	-	1.00	-	1.00
Util Engr Estimator	Mar-22	Active Recruitment	-	1.00	-	1.00
Electric Project Engineer	Feb-22	Requisition In Progress	-	1.00	-	1.00
Utilities Compliance Manager	Dec-21	Awaiting Requisition	-	1.00	-	1.00
Util Engr Estimator	Mar-22	Active Recruitment	-	1.00	-	1.00
Business Analyst	Oct-21	Awaiting Requisition	-	1.00	-	1.00
Lineper/Cable Spl	Jun-21	Active Recruitment	-	1.00	-	1.00
Mgr Util Oprns Wgw	Jul-21	Acting Assignment	-	1.00	-	1.00
Overhead Underground Troublemán	Feb-19	Active Recruitment	-	1.00	-	1.00
Overhead Underground Troublemán	Feb-18	Requisition In Progress	-	1.00	-	1.00
Manager, Utilities Credit & Collection	Apr-21	Awaiting Requisition	-	1.00	-	1.00
Electric Heavy Equip Oper	Aug-21	Awaiting Requisition	-	1.00	-	1.00
Utilities Chief Operating Officer	May-19	Awaiting Requisition	-	1.00	-	1.00
Manager Utilities Program Services	Feb-22	Active Recruitment	-	1.00	-	1.00
Electric Project Engineer	Feb-22	Requisition In Progress	-	1.00	-	1.00
Electric Project Engineer	Feb-22	Requisition In Progress	-	1.00	-	1.00
Utilities Supervisor	Oct-21	Awaiting Requisition	-	1.00	-	1.00
Elec Asst I	Aug-21	Awaiting Requisition	-	1.00	-	1.00
			58.75	68.00	13.00	139.75

## Attachment C: Hiring Status of Positions Added during FY 2022

	Action	FTE	Title	Dept	Notes	Hire Date
FY22 Q1	Add	1.00	Assitant to the City Manager	CMO	Active Recruitment	-
	Add	1.00	Assitant to the City Manager	CMO	Active Recruitment	-
	Add	1.00	Administrative Associate III	PDS	Filled	April-22
	Add	1.00	Communications Manager	POL	Filled	April-22
SAFER Grant	Add	1.00	Firefighter	FIR	Filled	December-21
	Add	1.00	Firefighter	FIR	Filled	December-21
	Add	1.00	Firefighter	FIR	Filled	December-21
	Add	1.00	Firefighter	FIR	Filled	December-21
	Add	1.00	Firefighter	FIR	Filled	December-21
FY22 Midyear	Add	0.48	Arts & Sciences Professional I	CSD		-
	Add	0.48	Management Specialist	HRD		-
	Add	0.48	Management Specialist	HRD		-
	Add	0.75	Junior Museum and Zoo Educator	CSD		-
	Add	1.00	Deputy Director of Technical Services	POL		-
	Add	1.00	Human Resources Technician	HRD	Active Recruitment	-
	Add	1.00	Senior Technologist	ITD		-
	Add	1.00	Senior Technologist	ITD		-
	Add	1.00	Code Enforcement Officer	PDS	Filled	April-22
	Add	1.00	Environmental Specialist	PWD		-
	Add	1.00	Electric Project Engineer	UTL		-
	Add	1.00	Electric Project Engineer	UTL		-
	Add	1.00	Utilities Program Services Manager	UTL	Active Recruitment	-
	Add	1.00	Senior Engineer	UTL		-

\*This table excludes position reclassifications and reduction of two part-time Instructor II positions in CSD (net -0.50 FTE).



**PROPERTY USAGE REPORT**

	<b>Address of Property</b>	<b>Description of Property</b>	<b>Start Date of Transaction</b>	<b>End Date of Transaction</b>	<b>Amount and Type of Consideration (i.e. gross, full service, NNN or other) per event, monthly or Yearly?</b>	<b>Agency Paid Expenses</b>
1	4000 Middlefield Rd, Studio F3, Palo Alto, CA	480 SF Studio at Cubberley Community Center	10/16/2014	12/31/2022	\$475.20/month	exterior maintenance, utilities
2	4000 Middlefield Rd, Studio F1, Palo Alto, CA	760 SF Studio at Cubberley Community Center	10/15/2018	10/14/2022	\$943.60/Month	exterior maintenance, utilities
3	4000 Middlefield Rd, Studio U2B, Palo Alto, CA	600 SF Studio at Cubberley Community Center	10/15/2018	10/14/2022	\$666/Month	exterior maintenance, utilities
4	4000 Middlefield Rd, Studio U5B, Palo Alto, CA	480 SF Studio at Cubberley Community Center	9/1/2018	8/31/2022	\$532.80/Month	exterior maintenance, utilities
5	4000 Middlefield Rd, Studio U2A, Palo Alto, CA	360 SF Studio at Cubberley Community Center	10/16/2018	10/15/2022	\$399.60/Month	exterior maintenance, utilities
6	4000 Middlefield Rd, Studio F7, Palo Alto, CA	1200 SF Studio at Cubberley Community Center	7/1/2018	6/30/2022	\$1,188/Month	exterior maintenance, utilities
7	4000 Middlefield Rd, Studio E3B, Palo Alto, CA	360 SF Studio at Cubberley Community Center	11/1/2018	10/31/2022	\$430.65/Month	exterior maintenance, utilities
8	4000 Middlefield Rd, Studio E1, Palo Alto, CA	720 SF Studio at Cubberley Community Center	5/1/2019	12/31/2022	\$712.80/Month	exterior maintenance, utilities
9	4000 Middlefield Rd, Studio E4B, Palo Alto, CA	568 SF Studio at Cubberley Community Center	4/1/2019	12/31/2022	\$562.32/Month	exterior maintenance, utilities
10	4000 Middlefield Rd, Studio U5A, Palo Alto, CA	520 SF Studio at Cubberley Community Center	10/30/2018	10/29/2022	\$514.80/Month	exterior maintenance, utilities
11	4000 Middlefield Rd, Studio U1, Palo Alto, CA	720 SF Studio at Cubberley Community Center	10/16/2018	10/15/2022	\$662/Month	exterior maintenance, utilities
12	4000 Middlefield Rd, Studio E4A, Palo Alto, CA	390 SF Studio at Cubberley Community Center	12/1/2018	11/30/2022	\$358/Month	exterior maintenance, utilities
13	4000 Middlefield Rd, Studio F6, Palo Alto, CA	430 SF Studio at Cubberley Community Center	12/10/2018	12/9/2022	\$443/Month	exterior maintenance, utilities
14	4000 Middlefield Rd, Studio E3A, Palo Alto, CA	435 SF Studio at Cubberley Community Center	10/15/2018	10/14/2022	\$448/Month	exterior maintenance, utilities
15	4000 Middlefield Rd, Studio E5A, Palo Alto, CA	880 SF Studio at Cubberley Community Center	6/1/2018	5/31/2022	\$442/Month	exterior maintenance, utilities
16	4000 Middlefield Rd, Studio E5B, Palo Alto, CA	480 SF Studio at Cubberley Community Center	11/1/2018	10/31/2022	\$494/Month	exterior maintenance, utilities
17	4000 Middlefield Rd, Studio E6A, Palo Alto, CA	480 SF Studio at Cubberley Community Center	7/1/2018	6/30/2022	\$475.20/Month	exterior maintenance, utilities
18	4000 Middlefield Rd, Studio F5A, Palo Alto, CA	390 SF Studio at Cubberley Community Center	6/1/2018	5/31/2022	\$413.40/Month	exterior maintenance, utilities
19	4000 Middlefield Rd, Studio F5B, Palo Alto, CA	390 SF Studio at Cubberley Community Center	8/15/2019	12/31/2022	\$370.50/Month	exterior maintenance, utilities
20	4000 Middlefield Rd, Room D1, Palo Alto, CA	560 SF Room at Cubberley Community Center	7/15/2020	MTM	\$438.23/Month	exterior maintenance, utilities
21	4000 Middlefield Rd, Room X1, Palo Alto, CA	1220 SF Room at Cubberley Community Center	1/1/2017	MTM	\$1,180/Month	exterior maintenance, utilities
22	4000 Middlefield Rd, Room K6 & V2, Palo Alto, CA	1300 SF Room at Cubberley Community Center	10/14/2015	MTM	\$2,700/Month	exterior maintenance, utilities
23	4000 Middlefield Rd, Room L4, Palo Alto, CA	3,470 SF Room at Cubberley Community Center	1/1/2005	MTM	\$5,558/Month	exterior maintenance, utilities
24	4000 Middlefield Rd, Room G9, Palo Alto, CA	345 SF Room at Cubberley Community Center	2/1/2017	MTM	\$265/Month	exterior maintenance, utilities
25	4000 Middlefield Rd, Room H2/H3/H4A, Palo Alto, CA	2,496 SF Room at Cubberley Community Center	11/6/2012	MTM	\$2,006/Month	exterior maintenance, utilities
26	4000 Middlefield Rd, Room W1/W2, Palo Alto, CA	7,200 SF Room at Cubberley Community Center	12/22/2010	MTM	\$0/Month	exterior maintenance, utilities
27	4000 Middlefield Rd, Room L1/L2, Palo Alto, CA	3,910 SF Room at Cubberley Community Center	4/1/2004	MTM	\$8,047/Month	exterior maintenance, utilities
28	4000 Middlefield Rd, C Wing, Palo Alto, CA	4,440 SF Room at Cubberley Community Center	12/5/2016	MTM	\$15,813/Month	exterior maintenance, utilities
29	4000 Middlefield Rd, Room D2, Palo Alto, CA	800 SF Room at Cubberley Community Center	7/1/2009	MTM	\$1,827.60/Month	exterior maintenance, utilities
30	4000 Middlefield Rd, Room L5, Palo Alto, CA	1,920 SF Room at Cubberley Community Center	9/1/2005	MTM	\$4,068/Month	exterior maintenance, utilities
31	4000 Middlefield Rd, Room J1, J2, J3, J4, Palo Alto, CA	4,376 SF Room at Cubberley Community Center	12/1/2016	MTM	\$12,219/Month	exterior maintenance, utilities
32	4000 Middlefield Rd, Room H4B, Palo Alto, CA	672 SF Room at Cubberley Community Center	1/1/2005	MTM	\$956/Month	exterior maintenance, utilities
33	4000 Middlefield Rd, Room L3, Palo Alto, CA	3,130 SF Room at Cubberley Community Center	1/1/2005	MTM	\$4,402/Month	exterior maintenance, utilities
34	4000 Middlefield Rd, Room S,T1,T2B Palo Alto, CA	8,772 SF Room at Cubberley Community Center	8/1/2005	MTM	\$2,802/Month	exterior maintenance, utilities

**PROPERTY USAGE REPORT**

	Address of Property	Description of Property	Start Date of Transaction	End Date of Transaction	Amount and Type of Consideration (i.e. gross, full service, NNN or other) per event, monthly or Yearly?	Agency Paid Expenses
35	4000 Middlefield Rd, Room P, Palo Alto, CA	3,000 SF Room at Cubberley Community Center	12/1/2016	MTM	\$2,022/Month	exterior maintenance, utilities
36	4000 Middlefield Rd, Room J7, Palo Alto, CA	939 SF Room at Cubberley Community Center	10/1/2016	MTM	\$2,625/Month	exterior maintenance, utilities
37	4000 Middlefield Rd, Room D5, Palo Alto, CA	720 SF Room at Cubberley Community Center	11/1/2016	MTM	\$1,260/Month	exterior maintenance, utilities
38	4000 Middlefield Rd, Room D3, Palo Alto, CA	720 SF Room at Cubberley Community Center	10/1/2016	MTM	\$1,316/Month	exterior maintenance, utilities
39	4000 Middlefield Rd, Room D7, Palo Alto, CA	720 SF Room at Cubberley Community Center	11/1/2016	MTM	\$1,314/Month	exterior maintenance, utilities
40	4000 Middlefield Rd, Room K5, Palo Alto, CA	1,620 SF Room at Cubberley Community Center	10/1/2016	MTM	\$2,413/Month	exterior maintenance, utilities
41	4000 Middlefield Rd, Room J5, Palo Alto, CA	954 SF Room at Cubberley Community Center	11/1/2016	MTM	\$1,742/Month	exterior maintenance, utilities
42	4000 Middlefield Rd, Room J6, Palo Alto, CA	1,008 SF Room at Cubberley Community Center	12/1/2016	MTM	\$2,165/Month	exterior maintenance, utilities
43	4000 Middlefield Rd, Room H5 Palo Alto, CA	1,395 SF Room at Cubberley Community Center	7/7/2020	MTM	\$1,827.45/Month	exterior maintenance, utilities
44	4000 Middlefield Rd, Room G5, G8, Palo Alto, CA	2,146 SF Room at Cubberley Community Center	1/1/2015	MTM	\$956.67/Month	exterior maintenance, utilities
45	450 Bryant Street, Palo Alto, CA	Office Building - 17,400 Sf	1/1/2015	1/1/2065	\$1/Year	roof replacement, 75% utilities
46	1711 Stanford Ave, Stanford, CA	1,440 SF Room at Lucille M. Nixon Elementary School	7/1/2020	6/30/2022	\$925.31/Month (base rent + utilities)	exterior maintenance, utilities
47	650 Addison Avenue Palo Alto, California	960 SF Room at Addison Elementary School	7/1/2020	6/30/2022	\$810.11/Month (base rent + utilities)	exterior maintenance, utilities
48	705 Alester Ave, Palo Alto, CA	1,920 SF Room at Duveneck Elementary School	7/1/2020	6/30/2022	\$1,040.51/Month (base rent + utilities)	exterior maintenance, utilities
49	3024 Bryant Street, Palo Alto, CA	1,320 SF Room at El Carmelo Elementary School	7/1/2020	6/30/2022	\$896.51/Month (base rent + utilities)	exterior maintenance, utilities
50	890 Escondido Road, Palo Alto, CA	1,440 SF Room at Escondido Elementary School	7/1/2020	6/30/2022	\$925.31/Month (base rent + utilities)	exterior maintenance, utilities
51	1525 Middlefield Road, Palo Alto, CA	1,440 SF Room at Walter Hays Elementary School	7/1/2020	6/30/2022	\$925.31/Month (base rent + utilities)	exterior maintenance, utilities
52	445 E. Charleston Road, Palo Alto, CA	1,440 SF Room at Hoover Elementary School	7/1/2020	6/30/2022	\$925.31/Month (base rent + utilities)	exterior maintenance, utilities
53	800 Barron Ave, Palo Alto, CA	1,440 SF Room at Barron Park Elementary School	7/1/2020	6/30/2022	\$925.31/Month (base rent + utilities)	exterior maintenance, utilities
54	950 Amarillo Avenue, Palo Alto, CA	960 SF Room at Ohlone Elementary School	7/1/2020	6/30/2022	\$810.11/Month (base rent + utilities)	exterior maintenance, utilities
55	3450 Louis Road, Palo Alto, CA	960 SF Room at Palo Verde Elementary School	7/1/2020	6/30/2022	\$810.11/Month (base rent + utilities)	exterior maintenance, utilities
56	4100 Orme Street, Palo Alto, CA	1,920 SF Room at Juana Briones Elementary School	7/1/2020	6/30/2022	\$1,040.51/Month (base rent + utilities)	exterior maintenance, utilities
57	500 East Meadow Drive, Palo Alto, CA	1,440 SF Room at Fairmeadow Elementary School	7/1/2020	6/30/2022	\$925.31/Month (base rent + utilities)	exterior maintenance, utilities
58	2300 Wellesley Street, Palo Alto, CA	2,000 SF Room at College Terrace Library	7/1/2016	MTM	\$0/Month	exterior maintenance
59	3390 Ventura Court, Palo Alto, CA	Former Ventura Elementary School - 21,000 SF	7/1/2016	MTM	\$0/Month	Electrical, plumbing, HVAC, roof repair/replacement, exterior structural repairs
60	1431 Waverley Street, Palo Alto, CA	Public Home & Garden Center - 2.5 Acres	8/31/2017	8/31/2038	\$0/Month	None
61	1305 Middlefield Road, Palo Alto, CA	8,742 SF land at Riconada Park	4/1/2011	MTM	\$0/Month	None
62	474 Embarcadero Road, Palo Alto, CA	17,018 SF - 14,400 SF lawn, 2,022 SF Club House, 500 SF Patio, 96 SF Shed	7/1/2016	12/31/2023	\$1,187.99/Month	exterior maintenance, utilities
63	1305 Middlefield Road, Palo Alto, CA	500 SF Room at Lucie Stern Theater	7/1/2015	8/31/2024	\$1,410/Month	exterior maintenance, utilities
64	3700 Middlefield Road, Palo Alto, CA	1,133 SF - Café (533 SF) and Patio (600 SF) Space at Mitchell Park Library and Community Center	12/6/2014	MTM	\$0/Month	utilities
65	351 Homer, Palo Alto, CA 94301	Office Building - 4,400 SF	1/1/2017	4/30/2043	\$1/Year	None
66	445 Bryant Street, Palo Alto, CA 94301	Office Building - 7,410 SF	7/1/2005	6/30/2025	\$40,527.91/Month	None
67	1305 Middlefield Road, Palo Alto, CA	Office Building - 4,000 SF	12/8/1978	12/7/2028	\$0/Month	None
68	3009 Middlefield Road, Palo Alto, CA	Ice Skating Facility "Winter Lodge" - 1.056 Acres	2/5/2008	1/1/2040	\$0/Month	None

**PROPERTY USAGE REPORT**

	<b>Address of Property</b>	<b>Description of Property</b>	<b>Start Date of Transaction</b>	<b>End Date of Transaction</b>	<b>Amount and Type of Consideration (i.e. gross, full service, NNN or other) per event, monthly or Yearly?</b>	<b>Agency Paid Expenses</b>
69	2000 Geng Road, Palo Alto, CA	Land - 15,000 SF	2/1/2019	1/31/2022	\$10,343.78/Month	None
70	1237 San Antonio Road, Palo Alto, CA	Storage Area in LAMP - 1.16 Acres	1/13/2022	12/31/2022	\$0/Month	None
71	1237 San Antonio Road, Palo Alto, CA	Storage Area in LAMP - 2,600 SF	3/1/2020	MTM	\$1,874.60/Month	None
72	250 Hamilton Ave, Palo Alto, CA	"A" Level Cafeteria/City Hall Café - 1,470 SF	1/1/2019	MTM	\$400/Month	utilities
73	University Avenue Train Depot	University Avenue Train Depot	7/31/1981	MTM	\$224,530.36 in 2021	None
74	1078 Colorado Ave, Palo Alto, CA	Cell Tower at Sterling Canal - 308 SF	5/1/2018	5/14/2028	\$27,525.07/Year	None
75	2675 Hanover Street, Palo Alto, CA	Cell Tower at Fire Station No. 2 - 574 SF	12/12/2019	12/11/2029	\$95,825.51/Year	None
76	2560 Embarcadero Rd, Palo Alto, CA	Sea Scout Building - 8,7333 SF	11/1/2008	10/31/2048	\$1/Year	None
77	3600 Middlefield Rd, Palo Alto, CA	Cell Tower at Fire Station No. 4 - 250 SF	5/8/2000	MTM	\$25,840.32/Year	None
78	2560 Embarcadero Rd, Palo Alto, CA	Foothills Park Nursery - .53 Acre	9/1/2005	MTM	\$0/Month	None
79	4000 Middlefield Rd, Studio F5B, Palo Alto, CA	390 SF Studio at Cubberley Community Center	11/1/2020	10/31/2022	\$356.40/Month	exterior maintenance, utilities
80	4000 Middlefield Rd, T5, Palo Alto, CA	469 SF Room at Cubberley Community Center	10/26/2020	MTM	\$1/Year	exterior maintenance, utilities
81	1082 Colorado Avenue, Palo Alto, CA	Cell Tower at Colorado Substation - 160 SF	12/14/2021	12/13/2026	\$67,000/Year	None
82	250 Hamilton Avenue, Palo Alto, CA	ATM at Palo Alto City Hall - 16 SF	9/10/2021	9/9/2024	\$100/Month	None
83	445 Bryant Street, Palo Alto, CA	21 Parking Stalls	TBD	TBD	\$2,100/Month	None
84	3281 East Bayshore Road, Palo Alto, CA	Animal Shelter - 5,657 SF	12/17/2019	12/16/2024	\$0/Month	None
85	2000 Geng Road, Palo Alto, CA	Land - portion of 0.9 acre site	9/17/2020	9/17/2023	\$0/Month	None
86	1875 - 1903 Embarcadero Road, Palo Alto, CA	Restaurant - 4,480 SF	7/1/2021	6/30/2024	\$5,500/Month	None

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

\* Data as of April 30, 2022

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

<b>Significant Contract/Consultant Expenses FY 2020 - FY 2022 by Vendor</b>				
<b>VENDOR NAME</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>Total</b>
SWINERTON BUILDERS	\$28,101,137	\$14,812,192	\$27,689,281	\$70,602,610
GRANITE CONSTRUCTION COMPANY	\$1,434,226	\$11,399,277	\$3,683,936	\$16,517,439
PALO ALTO UNIFIED SCHOOL DISTRICT	\$6,212,769	\$3,807,130	\$3,074,820	\$13,094,719
O'GRADY PAVING INC.	\$6,401,333	\$3,636,189	\$1,610,054	\$11,647,576
TEICHERT CONSTRUCTION	\$0	\$4,359,023	\$7,245,774	\$11,604,797
DESILVA GATES CONSTRUCTION	\$9,478,196	\$436,922	\$0	\$9,915,118
ANDERSON PACIFIC ENGINEERING	\$695,142	\$2,509,655	\$4,807,211	\$8,012,008
AUTHORITY CA CITIES EXCESS LIAB	\$1,404,370	\$2,137,630	\$3,310,860	\$6,852,860
STATE WATER RESOURCES CONTROL BOARD	\$2,392,402	\$1,950,145	\$1,992,422	\$6,334,968
RANGER PIPELINES	\$5,513,417	\$666,698	\$0	\$6,180,116
OB SPORTS GOLF MANAGEMENT LLC	\$2,649,979	\$2,761,174	\$711,024	\$6,122,176
SWA SERVICES GROUP	\$2,071,962	\$2,176,502	\$1,870,013	\$6,118,477
MP NEXLEVEL OF CALIFORNIA INC	\$1,294,813	\$1,404,417	\$2,497,714	\$5,196,944
ROSSDRULISCUSENBERRY, ARCHITECTURE,	\$2,934,810	\$734,443	\$1,055,988	\$4,725,242
NATIONAL AUTO FLEET GROUP	\$854,507	\$2,657,202	\$486,842	\$3,998,551
DALEO INC.	\$0	\$560,340	\$3,346,100	\$3,906,440
NOVA PARTNERS INC	\$1,780,955	\$993,132	\$1,047,484	\$3,821,571
HOT LINE CONSTRUCTION INC	\$0	\$1,629,250	\$1,983,806	\$3,613,056
4LEAF, INC.	\$1,924,647	\$785,422	\$525,555	\$3,235,624
AZUL WORKS INC	\$0	\$0	\$3,149,759	\$3,149,759
BRIGHTVIEW LANDSCAPE SERVICES INC	\$1,111,731	\$789,275	\$742,045	\$2,643,051
R&S CONSTRUCTION MANAGEMENT INC	\$2,600,261	\$0	\$0	\$2,600,261
BROWN AND CALDWELL	\$0	\$1,486,216	\$967,165	\$2,453,380
C. OVERAA & CO.	\$1,264,348	\$0	\$1,187,800	\$2,452,148
DAVEY TREE SURGERY COMPANY	\$0	\$1,271,783	\$1,096,299	\$2,368,082
WEST COAST ARBORISTS, INC	\$1,280,604	\$1,044,469	\$0	\$2,325,073
COUNTY OF SANTA CLARA ROADS & AIRPORTS	\$13,186	\$0	\$2,200,000	\$2,213,186
STRAWN CONSTRUCTION, INC.	\$860,990	\$502,783	\$747,500	\$2,111,273
STOLOSKI AND GONZALEZ INC	\$0	\$2,058,217	\$0	\$2,058,217
TW Power Line Construction	\$0	\$2,046,486	\$0	\$2,046,486
PRECISION ENGINEERING INC	\$0	\$1,476,223	\$287,537	\$1,763,760
AECOM TECHNICAL SERVICES, INC	\$948,354	\$722,191	\$0	\$1,670,545
AVENIDAS	\$689,282	\$562,437	\$416,725	\$1,668,443
RMC Water and Environment (also known as Woodard & Curran)	\$1,026,019	\$638,057	\$0	\$1,664,077
ELEMENT MARKETS LLC	\$0	\$248,073	\$1,373,312	\$1,621,386
ARB INC	\$831,955	\$772,104	\$0	\$1,604,059
MAGELLAN ADVISORS LLC	\$0	\$380,910	\$1,174,320	\$1,555,230
VSS INTERNATIONAL, INC	\$1,517,519	\$0	\$0	\$1,517,519
BURNS & MCDONNELL	\$724,896	\$791,894	\$0	\$1,516,790
CONTRACT SWEEPING SERVICES	\$0	\$818,588	\$664,521	\$1,483,109
MCCANDLESS LIMITED LLC	\$0	\$763,311	\$652,464	\$1,415,775
C&S ENGINEERS INC	\$0	\$508,683	\$843,545	\$1,352,228
BEST CONTRACTING SERVICES, INC	\$0	\$0	\$1,344,750	\$1,344,750
JJR CONSTRUCTION	\$1,292,940	\$0	\$0	\$1,292,940
PETS IN NEED	\$0	\$722,670	\$538,322	\$1,260,992
ZOON ENGINEERING INC	\$0	\$1,243,915	\$0	\$1,243,915
285 Hamilton LLC	\$0	\$703,303	\$537,685	\$1,240,988
LABYRINTH SOLUTIONS INC	\$0	\$1,196,340	\$0	\$1,196,340
BLACK & VEATCH CORPORATION	\$0	\$223,692	\$898,923	\$1,122,615
LYSTEK INTERNATIONAL LIMITED	\$0	\$583,871	\$515,512	\$1,099,383
LIFE INSURANCE COMPANY OF NORTH AMERICA	\$0	\$676,369	\$419,146	\$1,095,515
VALLEY OIL COMPANY	\$0	\$481,270	\$585,404	\$1,066,674
PALO ALTO TMA	\$692,500	\$372,500	\$0	\$1,065,000
SIEMENS INDUSTRY INC.	\$1,034,148	\$0	\$0	\$1,034,148
ANIXTER INC	\$0	\$619,091	\$411,212	\$1,030,303
INSIGHT PUBLIC SECTOR INC.	\$0	\$509,333	\$513,856	\$1,023,189
TMT ENTERPRISES INC	\$0	\$536,739	\$476,862	\$1,013,601
FRIENDS OF PALO ALTO JR MUSEUM	\$1,009,039	\$0	\$0	\$1,009,039
LSI LABYRINTH SOLUTIONS	\$1,003,270	\$0	\$0	\$1,003,270
ALLIANT INSURANCE SERVICES INC	\$0	\$396,010	\$605,845	\$1,001,855
<b>GRAND TOTAL</b>	<b>\$93,045,708</b>	<b>\$84,563,543</b>	<b>\$89,289,393</b>	<b>\$266,898,645</b>

**Certificate Of Completion**

Envelope Id: BEFA3A0A56674483817D29CE61DE4748	Status: Completed
Subject: Please DocuSign: May 10, 2022 Finance Committee At Places Memo.pdf	
Source Envelope:	
Document Pages: 12	Signatures: 2
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Alyssa Ching
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	250 Hamilton Ave
	Palo Alto , CA 94301
	alyssa.ching@cityofpaloalto.org
	IP Address: 199.33.32.254

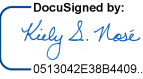
**Record Tracking**

Status: Original	Holder: Alyssa Ching	Location: DocuSign
5/10/2022 11:59:42 AM	alyssa.ching@cityofpaloalto.org	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: City of Palo Alto	Location: DocuSign

**Signer Events**

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

**Signature**

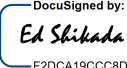
DocuSigned by:  
  
 0513042E38B4409...  
 Signature Adoption: Uploaded Signature Image  
 Signed by link sent to Kiely.Nose@cityofpaloalto.org  
 Using IP Address: 174.194.142.35  
 Signed using mobile

**Timestamp**

Sent: 5/10/2022 12:05:27 PM  
 Viewed: 5/10/2022 12:28:31 PM  
 Signed: 5/10/2022 12:28:45 PM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Ed Shikada  
 ed.shikada@cityofpaloalto.org  
 Ed Shikada, City Manager  
 City of Palo Alto  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 F2DCA19CC8D4F9...  
 Signature Adoption: Pre-selected Style  
 Signed by link sent to ed.shikada@cityofpaloalto.org  
 Using IP Address: 199.33.32.254

Sent: 5/10/2022 12:28:46 PM  
 Viewed: 5/10/2022 12:33:46 PM  
 Signed: 5/10/2022 12:33:53 PM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Lesley Milton  
 lesley.milton@cityofpaloalto.org  
 City Clerk  
 Security Level: Email, Account Authentication (None)

**COPIED**

Sent: 5/10/2022 12:33:54 PM  
 Viewed: 5/10/2022 12:36:05 PM

**Electronic Record and Signature Disclosure:**

<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
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Not Offered via DocuSign

<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Envelope Sent	Hashed/Encrypted	5/10/2022 12:05:27 PM
Certified Delivered	Security Checked	5/10/2022 12:33:46 PM
Signing Complete	Security Checked	5/10/2022 12:33:53 PM
Completed	Security Checked	5/10/2022 12:33:54 PM

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