



# City of Palo Alto

## City Council Staff Report

(ID # 12307)

---

**Report Type: Action Items**

**Meeting Date: 6/21/2021**

**Summary Title: FY 2022 Budget Adoption**

**Title: PUBLIC HEARING: Adoption of Budget Ordinance for Fiscal Year 2022, Including Operating and Capital Budgets and Municipal Fee Schedule, and Adoption of a Revised Compensation Plan for Management and Professional Employees**

**From: City Manager**

**Lead Department: Administrative Services**

### **RECOMMENDATION**

Staff recommends that the City Council:

1. Adopt the Fiscal Year 2022 Budget Ordinance (Attachment A), which includes:
  - a. City Manager's Fiscal Year 2022 Proposed Operating and Capital Budgets, previously released on April 30, 2021 and presented at the May 3<sup>rd</sup> City Council Meeting (Attachment A, Exhibit 1)
  - b. Amendments to the City Manager's Fiscal Year 2022 Proposed Operating Budget (Attachment A, Exhibit 2)
  - c. Amendments to the City Manager's Fiscal Year 2022 Proposed Capital Budget (Attachment A, Exhibit 3)
  - d. Allocated Charge Amendments to the City Manager's Fiscal Year 2022 Proposed Operating and Capital Budgets (Attachment A, Exhibit 4)
  - e. Fiscal Year 2022 City Table of Organization (Attachment A, Exhibit 5); and
  - f. Fiscal Year 2022 Municipal Fee Changes (Attachment A, Exhibit 6)
2. Accept the Fiscal Year 2022 – 2026 Capital Improvement Plan
3. Adopt the attached cover letter altering the Management and Professional Personnel and Council Appointees Compensation Plan for one fiscal year (FY 2022) and extending it to June 30, 2022 (Attachment B)

### **EXECUTIVE SUMMARY**

This memorandum summarizes changes to the City Manager's Fiscal Year (FY) 2022 Proposed Budget through Budget Hearings with the Finance Committee and City Council and brings forth refined actions to revise the FY 2022 Proposed Budget and FY 2022 Municipal Fee Schedule for final City Council review and adoption as required by the City Charter and Municipal Code. This memorandum includes the necessary supporting documents for formal adoption by the City Council, such as the FY 2022 Budget Ordinance and the Table of Organization.

Refined actions to revise the Proposed Budget, that were not part of the June 7<sup>th</sup> City Council budget review ([CMR 12350](#)), are discussed in the FY 2022 Final Recommended Changes section of this memorandum. All changes to the Proposed Budget tentatively approved by the City Council are detailed for the FY 2022 Operating Budget, by fund and by department, in Attachment A Exhibit 2; FY 2022 Capital Budget adjustments can be found in Attachment A, Exhibit 3; changes to the Table of Organization are discussed later in this memorandum, and an updated Table of Organization is included as Attachment A Exhibit 5.

Links to the meetings with the Finance Committee and the City Council, as well as the memoranda, presentations, and additional information provided for discuss can be found on the [City's website](#) under the FY 2022 Budget Process section.

The report is organized by the following sections:

- *Background and Discussion:* Summary of FY 2022 budget process and overall balancing strategies organized by fund type.
- *FY 2022 Final Recommended Changes:* A summary of final direction given by the City Council on June 7 and additional recommended technical adjustments from staff organized by fund type.
- *Table of Organization:* A summary of additional changes to the Table of Organization as a result of adjustments made to the proposed budget that was released on May 3, 2021.
- *Municipal Fee Schedule:* A summary of the changes in the Review and Recommendations to Council on the FY 2022 Municipal Fee Schedule Amendments for Incorporation in the FY 2022 Proposed Budget ([CMR 12193](#)).
- *FY 2022 Rate Changes (various utilities such as electric):* A brief overview of the rate changes reviewed by the Utilities Advisory Commission and Finance Committee and the final decision the City Council made in May 2021; each of these rate changes are included in the FY 2022 budget assumptions. A separate memorandum for adoption of these rates and financial plants is agendized in parallel with this item on June 21, 2021.
- *Review of Referral Items from the Full City Council:* This report details a list of areas that the City Council by majority vote, approved for additional staff work as a result of discussions from the FY 2022 budget hearings. These are areas identified for deeper analysis or alternative funding strategies to be explored over the course of the next fiscal year.
- *Attachments:* Attached to this report are several documents as outlined and referenced throughout the recommendation language and the report. In addition, links to all the materials presented throughout the budget process to the City Council such as staff reports, At Places Memorandums, presentations made during the budget hearings, and transcripts from City Council Budget Hearings are included.

Not included in this staff report is the approval of the FY 2022 Appropriations (GANN) Limit that is required under Article XIII B to the California State Constitution, as amended by proposition 98 in 1988

and Proposition 111 in 1990. The GANN Limit calculation is transmitted separately for City Council consideration on June 21, 2021 ([CMR #12303](#)).

## **BACKGROUND**

Per the Municipal Code, the City Manager is charged with proposing a budget that provides a clear and complete financial plan for all City activities proposed for the coming budget cycle, or fiscal year. The FY 2022 Proposed Operating and Capital Budgets were released April 30, 2021 and transmitted to the City Council on May 3, 2021. These documents represent the planned expenditures and revenues for FY 2022 for the various fund types that constitute the City's Budget: General Fund, Capital Fund, Enterprise Funds, Internal Service Funds, Special Revenue Funds, and Debt Service Funds. The budget documents contain an overview section with descriptions of each of these fund types and detailed information of the revenues and expenses for each fund as well as for each individual department.

The FY 2022 Proposed Operating and Capital Budgets was presented to the City Council on May 3, 2021 and throughout the month of May, conducted Budget Hearings with the Finance Committee and City Council. Due to the significant economic impacts of the pandemic on the City's finances, the budget hearing process was modified this year to allow for more public discussion around the FY 2022 Budget. This process included the typical review by the Finance Committee and included an update with the City Council on May 17<sup>th</sup> that preceded the Budget Wrap-Up hearing with the Finance Committee on May 25<sup>th</sup>. In addition, the City Council reviewed the budget during the June 7<sup>th</sup> meeting that precedes final budget adoption on June 21<sup>st</sup>. The adjustments recommended recognition of 60% of the American Rescue Plan Act of 2021 (ARPA) federal funds in FY 2022, leaving 40% for use in FY 2023 and use of \$2.5 million in General Fund Budget Stabilization Reserve (BSR) to reinstate services that were planned to be reduced in the FY 2022 Proposed Budget. These adjustments net of the reinstated services left \$1.7 million in funds as unallocated and, in the event that the City is unable to achieve concessions with labor groups, to be used to offset additional expense or be placed in the BSR. The City Council reviewed the Finance Committee's recommendation on June 7, 2021 ([CMR 12350](#)) and ultimately moved to:

- A. *Direct Staff to return on June 21, 2021 for adoption of the Fiscal Year 2022 Proposed Operating and Capital Budgets and Municipal Fee Schedule in alignment with the work completed by the Committee and Council during the month of May 2021 and provide direction on any final adjustments in preparation for City Council Adoption;*
- B. *Direct Staff to return on June 21, 2021 to accept the final FY 2022-2026 Capital Improvement Plan as amended by the actions outlined in this report (as recommended by the Finance Committee and Council);*
- C. *Direct Staff to return on June 21, 2021 to accept the alternative balancing strategy in the event the City does not reach agreement with labor groups on concessions in the General Fund, that the City Council utilize current unallocated funds of \$1.7 million in the General Fund to offset the additional expense or be placed in the Budget Stabilization Reserve if remain unallocated;*
- D. *Recommend Option B.ii. for funding of the Roth building rehabilitation project as outlined by the Finance Committee on May 25, 2021; and*
- E. *Direct Staff to return by the end of October 2021 with preliminary Q2 financial results so that Council can consider budget adjustments.*

*MOTION PASSED: 4-3  
Cormack, Filseth, Tanaka no*

Adoption of the City Manager's FY 2022 Proposed Operating and Capital Budgets and FY 2022 Municipal Fee Schedule, including the amendments summarized in the [FY 2021 Budget Wrap-up Memorandum](#), and formalized in the attachments to this report will represent the ratification of the amendments that were approved by vote through the Budget Hearings. These amendments include all changes to the Municipal Fee Schedule and the Table of Organization.

## **DISCUSSION**

The FY 2022 Proposed Budget was released April 30, 2021 and first presented to the City Council on May 3, 2021. This initial proposed budget included a budget balancing strategy that addressed the community's immediate service needs, while positioning to restore services and adapt as the community enters the next phase of recovery from the COVID-19 world-wide pandemic. The Proposed Budget was developed based on the City Council's directed financial balancing scenario (Scenario B) which outlined a conservative recovery from the pandemic over a three to five-year period. The details of Scenario B can be found in the FY 2022-2031 Long Range Financial Forecast ([CMR 11954](#)). Following an extremely difficult year of the community navigating through a multitude of uncertainties, staff presented balancing strategies to the City Council to communicate the potential impact of the fiscal challenges faced by the City as a result of the pandemic and City Council directed financial planning assumptions.

The FY 2022 Budget, as recommended in this report for adoption, ensures that the City continues to proactively fund long term liabilities, continues capital investments in our most critical infrastructure, provides resources for the City to successfully transition through the next phase of recovery from the pandemic. The City has been forced to prioritize essential services and pare back discretionary services. The significant service delivery impacts taken in the FY 2021 Adopted Budget continue in this budget. Based on direction by the City Council, use of American Rescue Program Act of 2021 (ARPA) that was signed into law in March 2021 ensured the ability to maintain most community facing services at the reduced FY 2021 levels, stopping even further reductions to be required.

### **General Fund**

Overall, the City's General Fund is recommended to have \$206.5 million in revenues, \$209.2 in expense, and a net draw from BSR and program revenue reserves totaling \$0.9 million, a balanced budget for FY 2022. This includes a decrease of approximately 87 full-time staff (-67.73 FTE) and 102 part-time staff (-24.73) in the General Fund, resulting in a workforce of 563.38 FTE full-time positions (956.00 FTE citywide) and 56.58 part-time positions (81.59 FTE citywide). These reductions primarily reflect positions that were frozen and defunded in FY 2021 and eliminated in the FY 2022 Proposed Budget. Overall, this reflects a \$12.2 million, or 6.2 percent, increase compared to the FY 2021 Adopted Budget.

#### **Budget Stabilization Reserve**

The FY 2022 Proposed Budget recommended no adjustments to the projected FY 2021 Year-End BSR of \$35.8 million. This BSR level was at 17.4 percent of the Proposed General Fund expense budget, which was approximately \$2.2 million below the 18.5 percent target, but within the 15 to 20 percent range outlined in the City's BSR policy. On May 11<sup>th</sup>, staff informed the Finance Committee that FY 2021 General Fund major tax revenue are tracking to exceed the budget by a range of \$2.0 to 3.5 million, and is further discussed in the Third Quarter Financial Status report distributed to Council on June 14, 2021 ([CMR 12287](#)). Based on this information, the low end of the range was assumed to be added to the BSR

and on May 12<sup>th</sup> the Finance Committee tentatively approved and forwarded to Council to use \$2.5 million of the BSR to reinstate services that were reduced in the FY 2022 Proposed Budget. This action, along with adjustments to assumed wage increase discussed below, results in an estimated BSR balance totaling \$36.0, or 17.2 percent of the total proposed General Fund budget. This level is \$2.7 million less than the \$38.7 million target.

Based on the most current information, the status of parallel activities with the adoption of utility and public works enterprise rates, and ongoing conversations with our labor groups, additional adjustments are included in this report. Most significantly, this report includes recognition of \$0.7 million in the General Fund (\$1.4 million all funds) attributed to a zero wage increase for the City's Unrepresented Management and Professional and Service Employees International Union groups in FY 2022. It includes recognition of expenses associated with contractual general wage increases for public safety employees, as mutual agreement on a second deferral of this increase was not reached. Additional detail related to this can be found in the Final Recommended Changes section of this report.

## **Capital Funds**

The City's Capital Improvement Plan reflects a \$174.3 million FY 2022 budget, and a \$747.1 million plan over the five-year CIP (FY 2022-FY 2026). Of this, the General Capital Fund FY 2022 budget reflects expected expense of \$68.2 million and \$223.8 million over the five-year CIP.

### Capital Reappropriations

The Municipal Code requires City Council authorization to reappropriate funds for capital projects from one fiscal year to the next. The FY 2022 budget process continues this procedure with the FY 2022 Proposed Capital Budget including approximately \$56.6 million in reappropriated funds for project expenditures across all funds. In the time since the FY 2022 Proposed Budget figures, Council revisited the budget and provided further direction. Additional reappropriation adjustments, as reviewed and approved in the May 25<sup>th</sup> Budget Wrap-Up item, are recommended as part of this memorandum to update the FY 2022 Capital Budget with current, more refined estimated activity levels in FY 2021.

Reappropriations from FY 2021 to FY 2022 increased by \$21.0 million from an estimated \$56.6 million in the Proposed budget to \$77.6 million being recommended in the FY 2022 Adopted Capital Budget. Capital Improvement Plan reappropriations from FY 2021 to FY 2022 are summarized in the [Budget Wrap-Up memo, Attachment B](#).

### Overall Capital Adjustments

The City's Capital Improvement Plan reflects a \$174.3 million FY 2022 budget, and a \$747.1 million plan over the five-year CIP (FY 2022- FY 2026). Of this, the General Capital Fund FY 2022 budget reflects expected expenses of \$68.2 million and \$223.8 million over the five-year CIP. In total, the cumulative changes, including reappropriations, will increase the FY 2022 Capital Budget by a net total of \$21.4 million, from \$152.9 million to \$174.3 million. As a result of reductions in the transfer from the General Fund and lower overall Transient Occupancy Tax (TOT) revenues dedicated by Council for infrastructure improvements, throughout FY 2021 staff and Council revisited timelines and reprioritized project funding in the Capital Budget five-year CIP. Changes in the FY 2022 five-year CIP include adjustments previously outlined, ensuring funds remain available at the onset of FY 2022 to continue infrastructure improvement work across the City and address critical "keep up" work while minimizing the increase to a "catch-up" backlog that would need to be addressed in future CIP planning. Overall Capital

adjustments to Proposed, including reappropriations, are detailed by projects in Attachment A, Exhibit 3.

#### **FY 2022 FINAL RECOMMENDED CHANGES**

During the most recent budget meeting on June 7, the City Council addressed the two remaining items recommended by the Finance Committee, which were:

- 1) Directing staff to use unallocated funds of \$1.7 million to offset additional expenses restored by the Council through the budget process if agreements for labor concessions are not reached. An update to current labor Negotiations and Concessions is also included below.
- 2) Recommending a funding strategy for \$4.0 million towards Phase One of the Roth Building Rehabilitation project. The Council recommended Option B.ii., which directs staff under this scenario:

*Utilize \$2 million in SUMC funding from the community and infrastructure funds, and utilize \$350,000 in impact fees for parks for the restroom and research the possibility of reallocating park impact fees to the Rinconada PE-08001 in lieu of community center fees, else use \$1.65 million in Community Center Fees and defund the Rinconada Park Program.*

*May 25, 2021 Finance Committee motion  
Passed 2-1 Burt no*

Staff proposed funding plan can be divided into three components: 1) Use of SUMC Funds, 2) use of Park Impact Fees, and 3) use of Community Center Impact Fees.

*Use of SUMC Funds.* The following funding strategy makes available \$2.0 million in SUMC funds for the Roth Rehabilitation project in the Infrastructure and Affordable Housing expense category. Staff recommends the following strategy to reallocate funds committed to the Fire Station 4 Replacement project (PE-18004) in FY 2024:

- Fire Station 4 Replacement project (PE-18004). In FY 2024, shift \$1.5 million from the Infrastructure and Affordable Housing category; move \$750,000 to be funded by the Expansion Cost Mitigation SUMC category and \$750,000 to be funded by the Capital Improvement Fund.
  - SUMC Expansion Cost Mitigation category revised balance: \$1.08 million
  - Capital Improvement Infrastructure Reserve estimated balance in FY 2024: \$1.2 million
- Utilize \$500,000 of funding currently not committed in the Infrastructure and Affordable Housing category
  - SUMC Infrastructure and Affordable Housing category revised balance: \$0.34 million.

*Use of Park Impact Fees.* Regarding the use of \$350,000 of Parks Impact Fee Funds for the restroom construction, review of the true cost of restroom construction will need to be validated with Palo Alto Museum (PAM) and operating and use terms will need to be determined in conjunction with PAM in order to determine the amount of Parks Impact Fee Funds eligible for this use. The current estimate of \$350,000 is based on the building design plans; to date, no final construction contract has been issued and terms of use have yet to be determined.

*Use of Community Center Impact Fees.* Staff recommends shifting \$1.65 million of funding for the Rinconada Park project (PE-08001) from the Community Center Impact Fee Fund to the Parks Dedication Fund. This action would make available \$1.65 million in the Community Center Impact Fee Fund to allocate towards eligible costs within the Roth Building project. Similar to the restroom construction, the \$1.65 million amount is based on a square footage proportion of the building in the design plans; this amount must be validated with PAM to determine the true cost of the community center portion of the project and operating and use terms need to be determined in conjunction with PAM in order to determine the amount of Community Center funds eligible for this use. To date, no construction contract has been issued and this cost is based on a design estimate and terms of use have yet to be determined.

In addition to these items, staff is proposing additional adjustments, discussed below, that were not part of the June 7<sup>th</sup> update with the City Council and recommends that these technical clean-up actions be incorporated into the adoption of the budget. These adjustments are included in Attachment A, Exhibit 2 for changes to the FY 2022 Operating Budget and Attachment A, Exhibit 3 for changes to the FY 2022 Capital Budget. Changes to the Table of Organization are discussed later in this memorandum, and an updated Table of Organization is included as Attachment A Exhibit 5.

### Recommended Additional Actions

#### **General Fund**

##### *American Rescue Plan Act (ARPA)*

The FY 2022 Proposed Budget recognized 50 percent of the \$12.5 million that the City anticipated receiving from ARPA as part of the federal government COVID-19 relief package (over 24 months), totaling \$6.25 million. Of the \$6.25 million, a total of \$3.2 million was reserved for discussion and allocation by the Finance Committee and City Council during budget deliberations. At the May 11 meeting, staff provided an update to the City's anticipated ARPA allocation at \$13.7 million, an increase of \$1.2 million from the \$12.5 million estimated in the FY 2022 Proposed Budget. The City Council approved a 60-40 split of the receipt and appropriation of the \$13.7 million at the May 17 meeting. This action increases the FY 2022 allocation by \$1,970,000, however \$1,950,000 was identified as the adjustment to the budget. The difference of \$20,000 is reflected in Attachment A, Exhibit 2.

##### *Junior Museum and Zoo (JMZ) Operating Plan*

On May 4 the Community Services Department presented Finance Committee with various JMZ operating plan scenarios ([CMR 12050](#)). The operating plan as approved in the FY 2021 budget process was titled Scenario 1 while adjusted scenarios were numbered 2-5. These scenarios included different estimated levels of net General Fund support required, based predominantly on revenue variables such as ticket and membership pricing. Other differences between scenarios 2-5 and the FY 2021 approved business plan included increases to facility rental and classes and camps revenue, given the capacity and quality of the new facility, and an FY 2022 proposed reduction of marketing expenses by \$100,000.

The FY 2022 net difference between the net General Fund impact of Scenario 1 and 5 was approximately \$0.9 million, which the Finance Committee placed in the Parking Lot for further consideration. At the May 12 meeting the Finance Committee recommended Scenario 5 (\$10 ticket price) as the new JMZ operating plan. This recommendation requires an update to the Municipal Fee Schedule, which is discussed in further detail in the Municipal Fee section of this report. On May 12, Finance Committee



also recommended restoring \$50,000 of the proposed \$100,000 reduction to the JMZ's annual marketing budget. This action aligns the budget to Scenario 5 and includes refined revenue and expense projections. The combined impact of all revenue and expenses adjustments to the JMZ for FY 2022 results in an estimated net General Fund impact of approximately \$1.3 million, a \$275,000 reduction from the Scenario 5 impact presented in CMR 12050. Excluding actions to restore marketing expense, this action increases the net cost from \$0.91 million to \$0.95 million, a difference of approximately \$35,000. These adjustments are included in Attachment A, Exhibit 2.

### *Labor Negotiations and Concessions*

The City has actively engaged with labor groups to negotiate concessions that generate cost savings to offset losses resulting from the pandemic. The FY 2021 Adopted Budget included compensation reductions in the Unrepresented Management and Professionals (MGMT) group equivalent to a 10 percent 'give-back' that consisted of a wage freeze, furlough, and reduced flexible management benefits. In total, this generated savings of \$3.5 million citywide (\$2.3 million in the General Fund). Agreements in FY 2021 with safety groups included a deferral of wage increases for one year in the Fire Chief's Association (FCA), Police Management Association (PMA), and Palo Alto Peace Officers' Association (PAPOA), and deferral of wage and step increases for one year in the International Association of Fire Fighters (IAFF) group. The savings achieved in the safety groups were used to fund retirement incentives and offset an attrition period that allowed the Fire and Police Departments to delay the separation of filled positions identified to be held vacant in FY 2021 (position freezes).

The FY 2022 Proposed Budget presumed that the City would reach agreements with all labor groups to defer negotiated wage increases one year (zero wage increase) for potential savings of \$2.5 million citywide (\$1.6 million in the General Fund): 2.00 to 4.00 percent in Safety groups, 2.00 percent in the Utilities Management and Professionals Association (UMPAPA) group, and 2.00 percent in the Service Employee International Union (SEIU) group (upon expiration of the SEIU contract in Dec 2021); this was assumed for MGMT employees as well. Under these terms, employees would still be eligible for merit or step increases. The City did not reach mutual agreement with represented public safety bargaining groups and therefore, current terms of the Memorandum of Agreement's (MOA's) with public safety groups will be implemented, including scheduled general wage increases. An agreement for concessions cannot be taken unilaterally; therefore, actions in Attachment A, Exhibit 2 restore the \$905,000 in savings assumed in public safety groups. The MOA for SEIU does not expire until December 2021, and negotiations are anticipated to continue in FY 2022. A zero percent wage increase is assumed upon contract expiration and generates \$260,000 in savings in the General Fund (\$725,000 million citywide), this assumption will be revisited as needed pending negotiations with this unit. The MGMT group is unrepresented and not subject to bargaining. A zero percent increase is assumed and generates \$430,000 million in savings in the General Fund (\$715,000 citywide). The attached cover sheet for the FY 2022 Management and Professional and Council Appointed Officials group (Attachment B) details adjustments the compensation plan of this group, which include continuation of no cost of living increase, sunset of the furlough and reduction in management excess benefits, and extension of the increase in vacation accrual cap through FY 2023.

### **Enterprise Funds**

*New Trash Capture Device Project (SD-22002) from [CMR #12267](#)*



On June 14, 2021, City Council is anticipated to approve a resolution to execute a Cooperative Implementation Agreement with the California Department of Transportation (Caltrans) to receive reimbursement of \$0.6 million from Caltrans for the design and construction of a Trash Capture Device (TCD) in the planting strip along Embarcadero Road located in front of the parking lot of Palo Alto Baylands Golf Links. Adoption of the FY 2022 Capital Budget as outlined in this memorandum establishes the Trash Capture Device Installation capital project (SD-22002) in the Stormwater Management Fund to perform this work. The TCD will be integrated in a storm drain pipe to capture trash as small as five millimeters from a section of the storm drain system prior to discharging to the San Francisco Bay. The State Water Board encourages Caltrans to partner with local municipalities by providing funding for stormwater quality treatment facilities that address trash or other pollutants. After installation of the TCD is complete, the City agrees to fund the long-term operations and maintenance costs for the life of the asset, which will be absorbed in the Stormwater Management Fund's operating budget.

#### **TABLE OF ORGANIZATION**

During budget hearings, the Finance Committee and City Council recommended significant adjustments to restore staffing in Community, Library, Public Safety, and Planning service areas and the administrative staff necessary to support these functions. A more detailed description of these actions is included in Attachment A, Exhibit 2 and an updated Table of Organization is included in Attachment A, Exhibit 5:

- Restore 0.50 Administrative Associate II in the Administrative Services Department to support the Purchasing Division
- Restore 1.00 Administrative Assistant in the Community Services Department to support department-wide administrative functions
- Restore 0.65 Junior Museum & Zoo Educator as part of Art Center restorations
- Restore 0.75 Producer Arts/Science position as part of Cubberley Theater restorations
- Restore two Producer Arts/Science positions by 0.50 as part of Art Center restorations
- Restore two Produce Arts/Science positions by 0.75 to support Children's Theater outreach and the Summer Hot Dog Series
- Restore 4.00 Library Specialists and 1.00 Librarian as part of Library open hour restorations
- Restore 1.00 Associate Planner in the Planning and Development Services Department to support current planning
- Restore 5.00 Police Officers in the Police Department as part of patrol service restorations
- Reclassify a 0.48 part-time Administrative Specialist to a full-time 1.00 Administrative Associate II in the Fire Department to assist with higher level departmental assistance
- Restore 1.00 Facilities Technician in the Public Works Department to maintain minimum levels of preventative maintenance work
- Reclassify 5.00 Inspectors in the Utilities Department in accordance with arbitration (CMR 12156)
- Restore 27 part time staff in the Community Services Department (6.51) and Library Department (0.28). Staff includes a Library Page, Technicians, Aides, Specialists, Recreation Leaders, and Arts & Sciences professionals that support the Library and various community services.

#### **MUNICIPAL FEE SCHEDULE**

On May 12, 2021, the Finance Committee reviewed the FY 2022 Proposed Municipal Fee Schedule and recommended approval as outlined in [CMR #12193](#) and further amended by the At Places memorandum released on May 12, 2021, which can be found [here](#). In addition to that report, on May 4

the Finance Committee considered the impacts of various proposed changes to the operating plan of the Junior Museum and Zoo (JMZ) ([CMR 12050](#)) and recommended an adjusted operating plan including a \$10 entry ticket and a corresponding membership price reduction. As a result of this direction, the municipal fee range for Family Membership was also reduced from a starting point of \$150 to a starting point of \$108 in alignment to the new operating plan. Attachment A, Exhibit 6 provides a summary of all recommended changes as reviewed by the City Council on May 17, 2021.

#### **FISCAL YEAR 2022 RATE CHANGES**

An overview of the rate changes was reviewed and approved by the Utilities Advisory Commission and Finance Committee in April 2021; each of these rate changes are included in the FY 2022 budget assumptions. This section references those changes for informational purposes only; a separate report recommending final rate changes will be considered concurrently by the City Council on June 21, 2021.

- 0% rate change for Electric (recommended by Utilities Advisory Commission (UAC) and Finance Committee);
- 2.0 % CPI increase for Fiber (recommended by UAC and Finance Committee);
- 3.0% rate increase for Gas (recommended by UAC and Finance Committee);
- 0% rate change for Refuse;
- 2.0% CPI increase for Stormwater (recommended by UAC and Finance Committee);
- 3.0% rate change for Wastewater (recommended by UAC and Finance Committee); and
- 0% rate change for Water (recommended by UAC and Finance Committee)

As part of ongoing efforts to mitigate impact from the COVID-19 pandemic, Council aimed to provide economic relief for residential and commercial customers by directing staff to keep rates flat or minimize rate increases without compromising the safety and integrity of the utility systems.

Council approved of the 2.0 percent CPI increase for Fiber customers on the EDF-1 rate in accordance with the original dark fiber leasing agreement. Consistent with the 2017 Storm Water Management Fee ballot measure, Council also approved the 2.0 percent CPI increase for Stormwater to keep fund revenues consistent with inflationary cost increases and to provide sufficient funds for planned Stormwater Management capital and operating expenditures. Council approved a 3.0 percent increase for Gas to cover the substantial increases in Capital costs to support the cross-bore safety inspection program and resume a pattern of regular main replacement. Council also approved a 3.0 percent increase for Wastewater Collection due to increasing Capital costs in Wastewater Collection and Regional Water Quality Control Plant.

#### **REVIEW OF REFERRAL ITEMS FROM THE FULL CITY COUNCIL**

During the Budget Hearings, certain items were approved that require a longer timeline to return to the City Council and are recommended to be placed in the “long-term parking lot.” The list below is reflective of the final referral items from the Budget Hearings that the City Council has directed staff to follow-up with additional work throughout FY 2022.

Direct Staff to return by the end of October 2021 with preliminary Q1 financial results so that the Council can consider budget amendments.

## RESOURCE IMPACT

This report summarizes and seeks the City Council approval of the FY 2022 Operating and Capital Budgets, the supporting fee schedules, and table of organization in order to support the projections and appropriations included.

The approval of the City Manager's FY 2022 Capital and Operating Budget, as recommended to be amended in this report, would result in a projected General Fund Budget Stabilization Reserve of \$36.0 million, which is below the City Council recommended level of 18.5 percent by \$2.7 million. 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 and impacts to fund balance summarized as follows:

Resource Impact (Non-General Fund)		
<i>Fund Type</i>	<i>Fund Name</i>	<i>Fund Balance Change</i>
<i>Capital</i>	Capital Improvement Fund	-\$13.2M
	Cubberley Infrastructure Fund	-\$0.6M
<i>Enterprise</i>	Airport Fund	-\$0.5M
	Electric Fund	-\$8.3M
	Gas Fund	+\$2.8M
	Refuse Fund	+\$0.1M
	Stormwater Management Fund	+\$0.9M
	Utilities Administration Fund	-\$0.3M
	Wastewater Collection Fund	-\$0.4M
	Wastewater Treatment Fund	+\$12.5M
	Water Fund	-\$0.2M
<i>Internal Service</i>	Printing and Mailing Fund	-\$1,000
	Technology Fund	+\$0.2M
	Vehicle Fund	-\$29,000
<i>Special Revenue</i>	Parks Impact Fee Fund	-\$7,000
	Stanford University Medical Center Fund	+\$0.7M
	University Avenue Parking Permit Fund	+\$0.1M

## STAKEHOLDER ENGAGEMENT

### Community Budget Survey Results

The City released an online survey on May 5, 2021 to facilitate community feedback on the FY 2022 budget, including prioritization of service areas, proposed reductions, and alternative funding sources. Results of the survey were provided to the City Council and Finance Committee throughout the budget process, at regular intervals, up through the closing of the budget survey on May 21, 2021 at 12:00PM. Final survey results are available on the City's [Budget website](#); for ease of reference results of the Community Budget Survey can be found in these memoranda:

- May 12 [At Places Memorandum: Additional Information and Clarification](#)
- May 17 [At Place Memorandum: Budget Survey Results as of May 17<sup>th</sup>](#)
- May 25 [At Place Memorandum: Budget Survey Results as of May 25<sup>th</sup>](#)

**ENVIRONMENTAL REVIEW**

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

**Attachments:**

- Attachment A Exhibit 1 - City Manager's Fiscal Year 2022 Proposed Operating & Capital Budgets & Municipal Fee
- Attachment A, Exhibit 2 and 3 - Amendments to the City Manager's Fiscal Year 2022 Proposed Operating and Capital Budget
- Attachment A, Exhibit 2 and 3 - Amendments to the City Manager's Fiscal Year 2022 Proposed Operating and Capital Budget
- Attachment A, Exhibit 4 - Central Adjustments in Various Funds
- Attachment A, Exhibit 5 - Table of Organization
- Attachment A, Exhibit 6 - Fiscal Year 2022 Municipal Fee Changes
- Attachment B - Management and Professional Compensation Plan Cover Letter 2021-22

Fiscal Year 2022 City Manager's  
Proposed Operating & Capital Budgets and Municipal Fees

These documents were originally distributed on May 3, 2021. Printed copies are available upon request for \$30 per book (FY 2021 fee).

These documents may be viewed at any City of Palo Alto Library or the City's website: [www.cityofpaloalto.org/Departments/Administrative-Services/City-Budget](http://www.cityofpaloalto.org/Departments/Administrative-Services/City-Budget)

Changes to the Municipal Fee Schedule were distributed in Finance Committee Packet on May 12, 2021. The City Manager's Staff Report (#12193) can be viewed on the City's website: [www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/reports/city-manager-reports-cmrs/2021/id-12193.pdf](http://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/reports/city-manager-reports-cmrs/2021/id-12193.pdf)

- At places memorandum: (Corrections and Clarifications to CMR #12193) [www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/at-places-memo/05-12-21-fcm-at-places-memo-items-1-and-5.pdf](http://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/at-places-memo/05-12-21-fcm-at-places-memo-items-1-and-5.pdf)

In addition, various at places memorandum and presentations were presented throughout the Finance Committee Hearings in May 2021 to provide additional information. These documents can be found on the City's budget website under "FY 2022 Budget Process": [www.cityofpaloalto.org/Departments/Administrative-Services/City-Budget](http://www.cityofpaloalto.org/Departments/Administrative-Services/City-Budget)

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>GENERAL FUND (102 &amp; 103)</b>			
<i>Administrative Services</i>	<b>Administrative Services Department Support</b> Consistent with staff recommendation at the May 25 meeting, this action restores 0.50 Administrative Associate II in the Purchasing Division and realigns staff resources to allow for efficiencies in solicitation cycle time, such as changing levels for competitive solicitations and centralizing low dollar items from departments.	\$ -	\$ 93,900
<i>Administrative Services</i>	<b>Business Registry Certificate (BRC) Revenue Adjustment</b> Consistent with staff recommendation at the May 25 meeting, this action reduces the revenue estimate for business registry fees to align with a fee waiver approved by the City Council (CMR 12167).	\$ (81,864)	\$ -
<i>City Attorney</i>	<b>Restore City Attorney Administrative Support</b> Consistent with staff recommendation at the May 25 meeting, this action restores vacancy savings that were recognized in the FY 2022 Proposed Budget from underfilling 1.0 Assistant City Attorney with 1.0 Deputy City Attorney, to help ensure that the Attorney's Office has adequate capacity to perform legal services.	\$ -	\$ 92,454
<i>City Auditor Office</i>	<b>City Auditor Administrative Support</b> Consistent with staff recommendation at the May 25 meeting, this action partially restores auditing contract services with Baker-Tilly to help ensure that the Auditor's Office has adequate capacity to perform audit services.	\$ -	\$ 30,000
<i>City Clerk</i>	<b>Restore Transcription Services</b> Consistent with Finance Committee recommendation at the May 12 meeting, this action restores transcription and production of sense minutes for the City Council meetings and Standing Committee meetings. Though transcribed minutes are not a legal requirement and do not represent the official record of Council and Committee action, they are a beneficial service to the community, Council, and City Staff. Restoring these services provides the community with a text summary of the minutes to review discussion and actions instead of the official action minutes and video.	\$ -	\$ 63,048
<i>City Manager's Office</i>	<b>Federal Lobbyist Contract Services</b> Consistent with Finance Committee recommendation at the May 12 meeting, this action restores contract services for federal legislative lobbying to help ensure that the City stay informed on federal legislative activities, including funding opportunities for which the City may be eligible.	\$ -	\$ 40,000

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>GENERAL FUND (102 &amp; 103)</b>			
<i>Community Services</i>	<b>Junior Museum and Zoo (JMZ) Operating Plan</b> Consistent with the Finance Committee recommendation at the May 4 meeting, this action adjusts the JMZ operating plan and corresponding revenue budget by reducing ticket prices from \$18 to \$10, reducing membership prices from \$150-\$430 to \$108-\$200, increasing facility rental and class/camp revenue estimates, and refining expenses. Further detail can be found under Scenario 5 in CMR 12050. The adjusted FY 2022 JMZ cost recovery level is estimated to be 60%, which falls in the medium cost recovery policy range.	\$ (273,643)	\$ 675,000
<i>Community Services</i>	<b>Children's Theatre Outreach and Hot Dog Productions</b> Consistent with City Council recommendation at the May 17 meeting, this action adds \$378,000 of expenses, \$118,000 of revenues, and the equivalent of 2.88 FTE to allow the Children's Theatre to provide Outreach and Hot Dog theater productions. These programs were reduced in the FY 2021 budget process. This expense is recommended to be partially offset in FY 2022 by \$125,000 of one-time funding tentatively approved by the Finance Committee on May 12 for the Community Services Department.	\$ 118,425	\$ 378,335
<i>Community Services</i>	<b>Arts Center Operating Hours, Programming, and Fees</b> Consistent with Finance Committee recommendation at the May 12 meeting, this action restores the equivalent of 2.16 FTE staffing resources and \$208,025 in corresponding expenses. This will allow the Art Center to continue to provide Family Days, exhibitions, school programs such as Project Look and Cultural Kaleidoscope, teen leadership programs, and volunteer and internship programs. This FY 2022 proposal included an increase in fees and corresponding revenue for Art Center programs and classes. As part of this recommendation, the revenue from the increased fees will still be increased (\$64,000).	\$ -	\$ 208,025
<i>Community Services</i>	<b>Community Services Administrative Support</b> Consistent with Finance Committee recommendation at the May 12 meeting, this action restores 1.00 FTE Administrative Assistant in the Community Services Department. This position supports the entire Community Services Department by coordinating the creation of marketing materials, managing agendas and reports, producing website content and responding to public request responses. This FY 2022 proposal included a reduction in printing costs for the Enjoy! Catalog. As part of this recommendation, the funding to print the Enjoy Catalog will still be reduced (\$20,000).	\$ -	\$ 152,200



**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>GENERAL FUND (102 &amp; 103)</b>			
<i>Community Services</i>	<b>Human Service Resource Allocation Process (HSRAP)</b> Consistent with Finance Committee and City Council recommendation at the May 12 and 17 meetings, this one-time action adds a total of \$200,000 in additional expenses to be provided through the HSRAP process. This expense is partially offset by a \$50,000 transfer from the Stanford University Medical Center (SUMC) Fund as recommended on May 12, 2021 by the Finance Committee, therefore the net impact to the General Fund is \$150,000.	\$ 50,000	\$ 200,000
<i>Community Services</i>	<b>Cubberley Theater Administrative Staffing</b> Consistent with Finance Committee recommendation at the May 12 meeting, this action restores 0.75 FTE Producer Arts/Science Program at the Cubberley Theater. This position supports the theater rental process, event scheduling, and various administrative and customer service duties.	\$ -	\$ 94,123
<i>Community Services</i>	<b>Children's Theatre Operations and Production Staffing</b> Consistent with Finance Committee recommendation at the May 12 meeting, this action restores the equivalent of 1.32 FTE part-time staffing at the Children's Theatre. These positions provide costuming and customer service support.	\$ -	\$ 68,224
<i>Community Services</i>	<b>Teen Services</b> Consistent with Finance Committee recommendation at the May 12 meeting, this action restores the equivalent of 1.21 FTE part-time staffing for Teen Services programming and Teen Center operations. This will allow the Teen Center to operate five days per week. The FY 2022 proposal included a recommendation to utilize the Bryant Street Garage/Think Fund resources to offset expenses in FY 2022. As part of this recommendation, this funding offset will still be applied (\$150,000).	\$ -	\$ 55,198
<i>Community Services</i>	<b>Youth Community Services, Youth Connectedness Initiative</b> Consistent with City Council recommendation at the May 17 meeting, this action allocates one-time funding of \$50,000 to the Youth Community Services (YCS) Youth Connectedness Initiative (YCI).	\$ -	\$ 50,000

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>GENERAL FUND (102 &amp; 103)</b>			
<i>Community Services</i>	<b>Junior Museum and Zoo (JMZ) Marketing</b> Consistent with Finance Committee recommendation at the May 12 meeting, this action restores \$50,000 of the FY 2022 proposed \$100,000 reduction to annual marketing budget for the JMZ. This will result in an annual marketing budget of approximately \$150,000, or 75% of the original advertising resources. This level of marketing resources will allow the JMZ to partner with a marketing consultant to maximize the quality and impact of advertising campaigns.	\$ -	\$ 50,000
<i>Community Services</i>	<b>Sports and Recreation Reductions, Fees, and Staffing</b> Consistent with Finance Committee recommendation at the May 12 meeting, this action restores 0.35 FTE Recreation Leader III that supports the Middle School Athletics (MSA) and Adult Sports programs and the bus transportation contract for Foothills Preserve summer camps. This position supports customer service; hiring of hourly staff; and coordination between the district, coaches, referees to support the MSA and Adult Sports programs. This FY 2022 proposal included an increase in athletic field rental fees. As part of this recommendation, the revenue from the increased fees will still be increased (\$79,000).	\$ -	\$ 38,202
<i>Community Services</i>	<b>Twilight Concert Series</b> Consistent with City Council recommendation at the May 17 meeting, this action adds \$30,000 in expenses for the Twilight Concert Series. This program was reduced in the FY 2021 budget process. The Twilight Concert Series is the City of Palo Alto's summer events program. It includes concerts, movies nights, and other family-oriented community activities. This represents a 75% restoration of the program's prior resources and is expected to support three to four events.	\$ -	\$ 30,000
<i>Community Services</i>	<b>Baylands Interpretive Center Public Hours</b> Consistent with Finance Committee recommendation at the May 12 meeting, this action restores the equivalent of 0.29 FTE and the public operating hours of the Baylands Interpretive Center.	\$ -	\$ 15,321
<i>Community Services</i>	<b>Cubberley Artist Studio Program (CASP) Administrative Staffing</b> Consistent with Finance Committee recommendation at the May 12 meeting, this action restores 0.20 part-time Arts & Sciences Professional I. This position supports administrative, programmatic, and customer service tasks for the Public Art Division and the CASP.	\$ -	\$ 12,173

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>GENERAL FUND (102 &amp; 103)</b>			
<i>Fire</i>	<b>Fire Station 2 Brown-out</b> Consistent with Finance Committee recommendation at the May 11 meeting, this action restores overtime funding associated with the full brownout of Fire Station 2. This will restore staffing to FY 2021 levels that brownout on weekdays from 8pm to 8am and weekends at all hours.	\$ -	\$ 709,000
<i>Fire</i>	<b>Fire Department Administrative Support</b> Consistent with staff recommendation at the May 25 meeting, this action eliminates 0.48 part-time FTE Administrative Specialist and adds 1.00 FTE Administrative Associate II. This will allow for additional departmental assistance with higher level tasks such as establishing the Subscription Fee online sign up portal and purchasing tasks related to the AED Maintenance contract.	\$ -	\$ 68,000
<i>Fire</i>	<b>Equity Hiring Initiatives</b> Consistent with Finance Committee recommendation at the May 12 meeting, this action allocates one-time funding for equity hiring initiatives.	\$ -	\$ 50,000
<i>Human Resources</i>	<b>Human Resources Administrative Support</b> Consistent with staff recommendation at the May 25 meeting, this action restores recruitment resources to keep pace with hiring for safety-sensitive and essential positions which have been exempted from the hiring freeze, assist with the current backlog, and address restored positions that must be filled from the FY 2022 budget process.	\$ -	\$ 75,000
<i>Library</i>	<b>Neighborhood Library Services</b> Consistent with Finance Committee recommendation at the May 12 meeting, this action restores \$545,000 of expenses and 5.28 FTE to maintain operating hours of the three smaller library branches: Children's, College Terrace, and Downtown. This will maintain FY 2021 service levels of 3 days per week at these branches.	\$ -	\$ 544,918

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>GENERAL FUND (102 &amp; 103)</b>			
<i>Non-Departmental</i>	<b>Reverse Savings for Potential Labor Concessions</b> Consistent with City Council recommendation at the June 7 meeting, this one-time action uses unallocated funds to offset expense savings assumed in the FY 2022 Proposed budget for labor concessions that is in the Non-Departmental budget. As of the timing of this report, the City has not reached agreements with represented bargaining groups and is therefore reversing the assumed savings of \$1.2M that was included in the FY 2022 Proposed Budget. Concessions to maintain a zero percent wage increase in the Management and Professional group are included in this budget and generate \$0.4 million in savings in the General Fund (\$0.7 million citywide). A corresponding action to add these savings to the BSR is included in this report. (see below)	\$ -	\$ 905,000
<i>Non-Departmental</i>	<b>Establish Budget Uncertainty Reserve (City Council)</b> Consistent with Finance Committee recommendation at the May 12 meeting, this action establishes a Budget Uncertainty Reserve (City Council) that the City Council may use to address unforeseen emergent issues that would otherwise impact City operations and services.	\$ -	\$ 500,000
<i>Non-Departmental</i>	<b>Establish Reserve for Administrative Support</b> Consistent with staff recommendation at the May 25 meeting, this action establishes a one-time reserve to provide funding for unforeseen resource needs in FY 2022. This funding will be used for one-time administrative support costs that are anticipated to materialize in various departments across the City as a result of service restoration and the City continuing to recover from effects of the COVID-19 pandemic.	\$ -	\$ 300,000
<i>Non-Departmental</i>	<b>Reduce City Council Contingency</b> Consistent with Finance Committee recommendation at the May 25 meeting, this one-time action reduces Council Contingency by \$25,000, to a remaining balance of \$100,000.	\$ -	\$ (25,000)
<i>Non-Departmental</i>	<b>Eliminate General Fund Transition Reserve</b> Consistent with staff recommendation at the May 25 meeting, this action eliminates the \$750,000 General Fund Transition Reserve. This reserve was established to offset the cost of severance, separation timing, and service changes that were anticipated to incur one-time transition costs in FY 2022. With the restoration of services and staffing, these costs are no longer anticipated. This funding is alternatively recommended to offset \$875,000 in costs to restore administrative support functions.	\$ -	\$ (750,000)

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>GENERAL FUND (102 &amp; 103)</b>			
<i>Non-Departmental</i>	<b>Draw Unallocated American Rescue Plan Act (ARPA) Reserve</b> The FY 2022 Proposed Operating Budget recognized 50 percent or \$6.25 million of the \$12.5 million that the City anticipated to receive from ARPA as part of the federal government COVID-19 relief package anticipated to be received over a 24-month period. Of the \$6.25 million, a total of \$3.2 million was reserved for discussion and allocation by the Finance Committee and City Council during budget deliberations. This action recognizes the use of funds set aside in reserve.	\$ -	\$ (3,192,580)
<i>Non-Departmental</i>	<b>Additional American Rescue Plan Act (ARPA) Allocation</b> At the May 11 meeting, staff provided an update to the City's anticipated ARPA allocation at \$13.7 million, an increase of \$1.2 million from the \$12.5 million estimated in the FY 2022 Proposed Budget. This additional funding was proposed by the Finance Committee to be split 50-50 over a 24-month period, consistent with the allocation of the original estimate in the FY 2022 Proposed Budget. This recommendation was revised at the May 17 City Council meeting to reflect a 60-40 split of the receipt and appropriation of the \$13.7 million over a 24-month period. This action recognizes the additional funding and revised funding split.	\$ 1,970,000	\$ -
<i>Planning and Development Services</i>	<b>Restore Current Planning Staffing</b> Consistent with Finance Committee recommendation at the May 12 meeting, this action restores 1.00 FTE Associate Planner that was eliminated in the FY 2022 Proposed Budget. This will support efficient processing timelines and timely permit issuance.	\$ -	\$ 138,146
<i>Police</i>	<b>Patrol Staffing</b> Consistent with Finance Committee recommendation at the May 11 meeting, this action restores 5.00 FTE Police Officers in Patrol Services that were eliminated in the FY 2022 Proposed Budget. This will maintain authorized sworn positions at FY 2021 levels.	\$ -	\$ 1,008,737
<i>Police</i>	<b>Crossing Guard Services</b> Consistent with Finance Committee recommendation at the May 11 meeting, this action restores funding for crossing guard services that were reduced in the FY 2022 Proposed Budget. This will maintain crossing guard services at approximately 30 designated school area crosswalks and intersections, consistent with FY 2021 levels.	\$ -	\$ 304,310

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>GENERAL FUND (102 &amp; 103)</b>			
<i>Police</i>	<b>Reallocate Lieutenant from Police to City Manager's Office</b> Consistent with Finance Committee recommendation at the May 11 meeting, this action restores funding for 1.00 FTE Lieutenant position that is reallocated to City Manager's Office to support community and business outreach and adaptation to the pandemic. This will allow the department to backfill the position during the temporary assignment.	\$ -	\$ 292,903
<i>Police</i>	<b>Administrative Programming</b> Consistent with Finance Committee recommendation at the May 11 meeting, this action restores non-salary expenses to support the Citizen Academy, Reserve Dinner, DUI Campaign, PIO supplies/National Night Out, Bike Patrol, Explorer Program, and FBI academy that were reduced in the FY 2022 Proposed Budget.	\$ -	\$ 47,450
<i>Public Works</i>	<b>Restore Facilities Staffing</b> Consistent with staff recommendation at the May 25 meeting, this action restores 1.00 FTE Facilities Technician to install, repair, and maintain systems at City facilities. As part of the FY 2022 Proposed Budget, this position was eliminated due to recommendations to close or reduce hours at several City facilities. During budget hearings, the Finance Committee and City Council recommended to restore operations at these facilities. This corresponding actions restores the position to help ensure timeliness for preventative maintenance work and add capacity to fulfill work orders of less critical or non-regulatory services (such as office/room reconfiguration, carpet/flooring repairs/replacement, furniture moving/set up for meetings, or treatment for nuisance pests).	\$ -	\$ 136,178
<i>Public Works</i>	<b>Restore Internal City Services for Citywide Facilities</b> Consistent with Finance Committee recommendation at the May 25 meeting, this action restores internal City services associated with the proposed closure of the Baylands Interpretive Center and the neighborhood library branches (Children's, College Terrace, and Downtown), including custodial and utilities services essential to the maintenance and operation of these facilities.	\$ -	\$ 53,700

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>GENERAL FUND (102 &amp; 103)</b>			
<i>Various</i>	<b>Information Technology Administrative Support</b> Consistent with staff recommendation at the May 25 meeting, this action increases funding by \$200,000 for Information Technology professional services support. IT professional services contracts provide flexible access to resources with specific skill sets, allowing IT to respond efficiently to a wide variety of department needs. Examples of anticipated applications are supplementary or specialized professional technical support for the onboarding of staff, return to work initiatives, and audio-visual efforts to continue to support virtual public meetings from City Hall. The cost of these services are budgeted as allocated charges in citywide departments; therefore, corresponding increases in various departments' allocated charges for internal services provided by the Information Technology Department are also recommended to offset this expense. The impact to the General Fund in FY 2022 is \$79,004; other funds \$120,996. A detailed list of impacts by department and fund can be found in Attachment A, Exhibit 4.	\$ -	\$ 79,004
<i>Fund Balance</i>	<b>Draw on Budget Stabilization Reserve (BSR)</b> Consistent with Finance Committee recommendation at the May 12 meeting, this action reduces the BSR by \$2,500,000, below the 18.5 percent target to approximately 17% of estimated FY 2022 expense levels.	\$ -	\$ (2,500,000)
<i>Fund Balance</i>	<b>Adjustment to Fund Balance (Budget Stabilization Reserve) - Management Wage Assumptions</b> This action increases the General Fund Budget Stabilization Reserve for savings associated with a zero wage increase for the unrepresented Management and Professionals group.	\$ -	\$ 431,949
<i>Fund Balance</i>	<b>Adjustment to Fund Balance (Budget Stabilization Reserve) - Service Employees International Union (SEIU) Wage Assumptions</b> This action increases the General Fund Budget Stabilization Reserve for savings associated with a zero wage increase for SEIU upon contract expiration in December 2021.		\$ 260,000
<i>Fund Balance</i>	<b>Adjustment to Fund Balance (Budget Stabilization Reserve)</b> This action adjusts the General Fund Budget Stabilization Reserve to offset the actions recommended in this report.	\$ -	\$ -
<b>GENERAL FUND (102 &amp; 103) SUBTOTAL</b>		<b>\$ 1,782,918</b>	<b>\$ 1,782,918</b>



**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>CAPITAL IMPROVEMENT FUNDS</b>			
<b><u>CAPITAL IMPROVEMENT FUND (471)</u></b>			
<i>Capital</i>	<b>Capital Improvement Project Amendments to Proposed</b> This action reflects the impact from adjustments to capital projects as a result of funds recommended to be reappropriated from FY 2021 to FY 2022. Projects with other recommended adjustments are detailed below. All recommended changes to proposed capital projects are outlined in Attachment A, Exhibit 3.	\$ (538,735)	\$ 11,128,540
<i>Capital</i>	<b>Transfer from the Stanford University Medical Center Fund/Charleston/Arastradero Project (PE-13011)</b> On May 17th, the City Council directed staff to move forward in FY 2022 to fund the Charleston/Arastradero Corridor Project (PE-13011) utilizing a combination of funding sources including \$1.2 million from SUMC (Community Health and Safety) funding; \$1.5 million from the Bike and Pedestrian Plan capital project (PL-04010); and \$300,000 from FY 2021 savings in various street maintenance projects. This option allowed staff to award a contract immediately using current bids, adjusted the timeframe of this action from FY 2023, as initially indicated, to FY 2022 in the five-year CIP.	\$ 1,200,000	\$ 3,400,000
<i>Capital</i>	<b>Transfer from the Stanford University Medical Center Fund/Bike and Pedestrian Plan Project (PL-04010)</b> On May 17th, the City Council directed staff to move forward in FY 2022 to fund the Charleston/Arastradero Corridor Project (PE-13011) utilizing a combination of funding sources including \$1.2 million from SUMC (Community Health and Safety) funding; \$1.5 million from the Bike and Pedestrian Plan capital project (PL-04010); and \$300,000 from FY 2021 savings in various street maintenance projects. This resulted in subsequent funding realignments in revenues and expenses for the Bike and Pedestrian Plan Project (PL-04010).	\$ (1,200,000)	\$ (1,500,000)

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>CAPITAL IMPROVEMENT FUNDS</b>			
<i>Capital</i>	<b>Additional Funding to Charleston/Arastradero Project (PE-13011) and realignment from Capital Improvement Fund Administration (AS-10000)</b> On May 17th, the City Council directed staff to move forward in FY 2022 to fund the Charleston/Arastradero Corridor Project (PE-13011) utilizing a combination of funding sources including \$1.2 million from SUMC (Community Health and Safety) funding; \$1.5 million from the Bike and Pedestrian Plan capital project (PL-04010); and \$300,000 from FY 2021 savings in various street maintenance projects. To align salary expenses required for the Charleston/Arastradero Corridor Project, funding of \$0.4 million will be reallocated from the Capital Improvement Fund Administration (AS-10000).	\$ -	\$ (400,000)
<i>Capital</i>	<b>Transfer from the Gas Tax Fund/Streets Maintenance (PE-86070)</b> The City received an updated Gas Tax revenue estimate for FY 2022. These revenues are generated by state collections of fuel taxes and vehicle registration fees and distributed to local jurisdictions to fund road rehabilitation and maintenance work on local streets and roads. This type of work is budgeted in the ongoing Streets Maintenance Capital Project (PE-86070) in the Capital Improvement Fund. The latest estimates results in a reduction of \$132,214 in Gas Tax Revenue in the Gas Tax Fund offset by a \$132,214 reduction in funding for the Streets Maintenance Capital Project (PE-86070) in the Capital Improvement Fund.	\$ (132,214)	\$ (132,214)
<i>Fund Balance</i>	<b>Adjustment to Fund Balance (Infrastructure Reserve)</b> This action adjusts the fund balance to offset adjustments recommended in this report.	\$ -	\$ (13,167,275)
<b>CAPITAL IMPROVEMENT FUND (471) SUBTOTAL</b>		<b>\$ (670,949)</b>	<b>\$ (670,949)</b>

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>CAPITAL IMPROVEMENT FUNDS</b>			
<b><u>CUBBERLEY INFRASTRUCTURE FUND (472)</u></b>			
<i>Capital</i>	<b>Capital Improvement Project Amendments to Proposed</b> This action reflects the impact from adjustments to capital projects as a result of funds recommended to be reappropriated from FY 2021 to FY 2022. All recommended changes to proposed capital projects are outlined in Attachment A, Exhibit 3.	\$ -	\$ 557,204
<i>Fund Balance</i>	<b>Adjustment to Fund Balance (Infrastructure Reserve)</b> This action adjusts the fund balance to offset adjustments recommended in this report.	\$ -	\$ (557,204)
<b>CUBBERLEY INFRASTRUCTURE FUND (472) SUBTOTAL</b>		<b>\$ -</b>	<b>\$ -</b>

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>ENTERPRISE FUNDS</b>			
<b><u>AIRPORT FUND (530)</u></b>			
<i>Public Works</i>	<b>Capital Improvement Project Adjustments to Proposed</b>	\$ -	\$ 517,735
	This action reflects the impact from adjustments to capital projects as a result of funds recommended to be reappropriated from FY 2021 to FY 2022. All recommended changes to proposed capital projects are outlined in Attachment A, Exhibit 3.		
<i>Public Works</i>	<b>Information Technology Administrative Support</b>	\$ -	\$ 924
	Consistent with staff recommendation at the May 25 meeting, this action increases funding by \$200,000 for Information Technology professional services support. IT professional services contracts provide flexible access to resources with specific skill sets, allowing IT to respond efficiently to a wide variety of department needs. Examples of anticipated applications are supplementary or specialized professional technical support for the onboarding of staff, return to work initiatives, and audio-visual efforts to continue to support virtual public meetings from City Hall. The cost of these services are budgeted as allocated charges in citywide departments; therefore, corresponding increases in various departments' allocated charges for internal services provided by the Information Technology Department are also recommended to offset this expense. The impact to the General Fund in FY 2022 is \$79,004; other funds \$120,996. A detailed list of impacts by department and fund can be found in Attachment A, Exhibit 4.		
<i>Public Works</i>	<b>Adjustment to Fund Balance</b>	\$ -	\$ (518,659)
	This action adjusts the fund balance to offset adjustments recommended in this report.		
<b>AIRPORT FUND (530) SUBTOTAL</b>		<b>\$ -</b>	<b>\$ -</b>

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>ENTERPRISE FUNDS</b>			
<b><u>UTILITIES ADMINISTRATION FUND (521)</u></b>			
<i>Utilities</i>	<b>Restore Auditor Services Contract</b> Consistent with staff recommendation at the May 25 meeting, this action partially restores auditing contract services with Baker-Tilly.	\$ -	\$ 10,000
<i>Utilities</i>	<b>Transfer to Capital Improvement Fund</b> This action reappropriates funding for a transfer to the Capital Improvement Fund for work on the Facility Interior Finishes Replacement capital project (PF-02022). This work was unable to be completed in FY 2021, so the funding will be transferred when the work is completed in FY 2022.	\$ -	\$ 169,000
<i>Utilities</i>	<b>Information Technology Administrative Support</b> Consistent with staff recommendation at the May 25 meeting, this action increases funding by \$200,000 for Information Technology professional services support. IT professional services contracts provide flexible access to resources with specific skill sets, allowing IT to respond efficiently to a wide variety of department needs. Examples of anticipated applications are supplementary or specialized professional technical support for the onboarding of staff, return to work initiatives, and audio-visual efforts to continue to support virtual public meetings from City Hall. The cost of these services are budgeted as allocated charges in citywide departments; therefore, corresponding increases in various departments' allocated charges for internal services provided by the Information Technology Department are also recommended to offset this expense. The impact to the General Fund in FY 2022 is \$79,004; other funds \$120,996. A detailed list of impacts by department and fund can be found in Attachment A, Exhibit 4.	\$ -	\$ 75,425
<i>Utilities</i>	<b>Adjustment to Fund Balance</b> This action adjusts the fund balance to offset adjustments recommended in this report.	\$ -	\$ (254,425)
<b>UTILITIES ADMINISTRATION FUND (521) SUBTOTAL</b>		<b>\$ -</b>	<b>\$ -</b>

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>ENTERPRISE FUNDS</b>			
<b><u>ELECTRIC FUND (513 &amp; 523)</u></b>			
<i>Utilities</i>	<b>Capital Improvement Project Adjustments to Proposed</b>	\$ -	\$ 8,452,009
	This action reflects the impact from adjustments to capital projects as a result of funds recommended to be reappropriated from FY 2021 to FY 2022. All recommended changes to proposed capital projects are outlined in Attachment A, Exhibit 3.		
<i>Utilities</i>	<b>Reclass to Inspector, WGW Utilities Field Service</b>		\$ 3,340
	Consistent with staff recommendation at the May 25 meeting, this action reclassifies 5.00 positions in the Utilities Department from a Field Service Inspector to a Water Gas Wastewater (WGW) Utilities Field Service Inspector classification due to an arbitration decision in January 2021 (CMR 12156). The new classification aligns the role with the specific service area and includes a 10 percent increase effective October 2016.		
<i>Utilities</i>	<b>Restore Internal City Services for Citywide Facilities</b>	\$ 6,800	\$ -
	Consistent with Finance Committee recommendation at the May 25 meeting, this action restores internal City services associated with the proposed closure of the Baylands Interpretive Center and the neighborhood library branches (Children's, College Terrace, and Downtown), including allocated charges for custodial and utilities services essential to the maintenance and operation of these facilities.		
<i>Utilities</i>	<b>Junior Museum and Zoo (JMZ) Operating Plan</b>	\$ 100,143	\$ -
	Consistent with the Finance Committee recommendation on May 4, this action adjusts the JMZ operating plan and corresponding revenue budget by reducing ticket prices from \$18 to \$10, reducing membership prices from \$150-\$430 to \$108-\$200, increasing facility rental and class/camp revenue estimates, and refining expenses. Further detail can be found under Scenario 5 in CMR 12050. The adjusted FY 2022 JMZ cost recovery level is estimated to be 60%, which falls in the medium cost recovery policy range.		
<i>Utilities</i>	<b>Adjustment to Fund Balance</b>	\$ -	\$ (8,348,406)
	This action adjusts the fund balance to offset adjustments recommended in this report.		
<b>ELECTRIC FUND (513 &amp; 523) SUBTOTAL</b>		<b>\$ 106,943</b>	<b>\$ 106,943</b>

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>ENTERPRISE FUNDS</b>			
<b><u>GAS FUND (514 &amp; 524)</u></b>			
<i>Utilities</i>	<b>Capital Improvement Project Adjustments to Proposed</b>	\$ -	\$ (1,179,701)
	This action reflects the impact from adjustments to capital projects as a result of funds recommended to be reappropriated from FY 2021 to FY 2022. All recommended changes to proposed capital projects are outlined in Attachment A, Exhibit 3.		
<i>Utilities</i>	<b>Gas Commodity Adjustments</b>	\$ -	\$ (1,623,991)
	On May 25, 2021, the City Council approved a reduction to gas commodity costs for Carbon Neutral offsets accounted for in the financial plan. The proposed change reduces the commodity purchase costs by \$1,623,991 from \$18,031,102 to \$16,431,102.		
<i>Utilities</i>	<b>Reclass to Inspector, WGW Utilities Field Service</b>	\$ -	\$ 19,429
	Consistent with staff recommendation at the May 25 meeting, this action reclassifies 5.00 positions in the Utilities Department from a Field Service Inspector to a Water Gas Wastewater (WGW) Utilities Field Service Inspector classification due to an arbitration decision in January 2021 (CMR 12156). The new classification aligns the role with the specific service area and includes a 10 percent increase effective October 2016.		
<i>Utilities</i>	<b>Restore Internal City Services for Citywide Facilities</b>	\$ 800	\$ -
	Consistent with Finance Committee recommendation at the May 25 meeting, this action restores internal City services associated with the proposed closure of the Baylands Interpretive Center and the neighborhood library branches (Children's, College Terrace, and Downtown), including allocated charges for custodial and utilities services essential to the maintenance and operation of these facilities.		
<i>Utilities</i>	<b>Junior Museum and Zoo (JMZ) Operating Plan</b>	\$ 38,654	\$ -
	Consistent with the Finance Committee recommendation on May 4, this action adjusts the JMZ operating plan and corresponding revenue budget by reducing ticket prices from \$18 to \$10, reducing membership prices from \$150-\$430 to \$108-\$200, increasing facility rental and class/camp revenue estimates, and refining expenses. Further detail can be found under Scenario 5 in CMR 12050. The adjusted FY 2022 JMZ cost recovery level is estimated to be 60%, which falls in the medium cost recovery policy range.		
<i>Utilities</i>	<b>Adjustment to Fund Balance</b>	\$ -	\$ 2,823,717
	This action adjusts the fund balance to offset adjustments recommended in this report.		
<b>GAS FUND (514 &amp; 524) SUBTOTAL</b>		<b>\$ 39,454</b>	<b>\$ 39,454</b>



**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>ENTERPRISE FUNDS</b>			
<b><u>REFUSE FUND (525)</u></b>			
<i>Public Works</i>	<b>Information Technology Administrative Support</b>	\$ -	\$ 5,829
	<p>Consistent with staff recommendation at the May 25 meeting, this action increases funding by \$200,000 for Information Technology professional services support. IT professional services contracts provide flexible access to resources with specific skill sets, allowing IT to respond efficiently to a wide variety of department needs. Examples of anticipated applications are supplementary or specialized professional technical support for the onboarding of staff, return to work initiatives, and audio-visual efforts to continue to support virtual public meetings from City Hall. The cost of these services are budgeted as allocated charges in citywide departments; therefore, corresponding increases in various departments' allocated charges for internal services provided by the Information Technology Department are also recommended to offset this expense. The impact to the General Fund in FY 2022 is \$79,004; other funds \$120,996. A detailed list of impacts by department and fund can be found in Attachment A, Exhibit 4.</p>		
<i>Public Works</i>	<b>Restore Internal City Services for Citywide Facilities</b>	\$ 1,400	\$ -
	<p>Consistent with Finance Committee recommendation at the May 25 meeting, this action restores internal City services associated with the proposed closure of the Baylands Interpretive Center and the neighborhood library branches (Children's, College Terrace, and Downtown), including custodial and utilities services essential to the maintenance and operation of these facilities.</p>		
<i>Public Works</i>	<b>Junior Museum and Zoo (JMZ) Operating Plan</b>	\$ 92,416	\$ -
	<p>Consistent with the Finance Committee recommendation on May 4, this action adjusts the JMZ operating plan and corresponding revenue budget by reducing ticket prices from \$18 to \$10, reducing membership prices from \$150-\$430 to \$108-\$200, increasing facility rental and class/camp revenue estimates, and refining expenses. Further detail can be found under Scenario 5 in CMR 12050. The adjusted FY 2022 JMZ cost recovery level is estimated to be 60%, which falls in the medium cost recovery policy range.</p>		
<i>Public Works</i>	<b>Adjustment to Fund Balance</b>	\$ -	\$ 87,987
	<p>This action adjusts the fund balance to offset adjustments recommended in this report.</p>		
<b>REFUSE FUND (525) SUBTOTAL</b>		<b>\$ 93,816</b>	<b>\$ 93,816</b>

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>ENTERPRISE FUNDS</b>			
<b><u>STORMWATER MANAGEMENT FUND (528)</u></b>			
<i>Capital</i>	<b>Capital Improvement Project Adjustments to Proposed</b> This action reflects the impact from adjustments to capital projects as a result of funds recommended to be reappropriated from FY 2021 to FY 2022. Projects with other recommended adjustments are detailed below. All recommended changes to proposed capital projects are outlined in Attachment A, Exhibit 3.	\$ -	\$ (875,033)
<i>Capital</i>	Revenue from the State of California/Trash Capture Device Installation (SD-22002) This action recognizes revenue (\$0.6 million) from the State of California Department of Transportation (Caltrans) to reimburse the City for the design and construction of a Trash Capture Device (TCD) in the planting strip along Embarcadero Road located in front of the parking lot of Palo Alto Baylands Golf Links. This action also establishes the Trash Capture Device Installation capital project (SD-22002) in the Stormwater Management Fund to perform this work. The TCD will be integrated in a storm drain pipe to capture trash as small as five millimeters from a section of the storm drain system prior to discharging to the San Francisco Bay.	\$ 613,000	\$ 613,000
<i>Public Works</i>	<b>Information Technology Administrative Support</b> Consistent with staff recommendation at the May 25 meeting, this action increases funding by \$200,000 for Information Technology professional services support. IT professional services contracts provide flexible access to resources with specific skill sets, allowing IT to respond efficiently to a wide variety of department needs. Examples of anticipated applications are supplementary or specialized professional technical support for the onboarding of staff, return to work initiatives, and audio-visual efforts to continue to support virtual public meetings from City Hall. The cost of these services are budgeted as allocated charges in citywide departments; therefore, corresponding increases in various departments' allocated charges for internal services provided by the Information Technology Department are also recommended to offset this expense. The impact to the General Fund in FY 2022 is \$79,004; other funds \$120,996. A detailed list of impacts by department and fund can be found in Attachment A, Exhibit 4.	\$ -	\$ 4,562

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>ENTERPRISE FUNDS</b>			
<i>Public Works</i>	<b>Restore Internal City Services for Citywide Facilities</b> Consistent with Finance Committee recommendation at the May 25 meeting, this action restores internal City services associated with the proposed closure of the Baylands Interpretive Center and the neighborhood library branches (Children's, College Terrace, and Downtown), including custodial and utilities services essential to the maintenance and operation of these facilities.	\$ 500	\$ -
<i>Public Works</i>	<b>Junior Museum and Zoo (JMZ) Operating Plan</b> Consistent with the Finance Committee recommendation on May 4, this action adjusts the JMZ operating plan and corresponding revenue budget by reducing ticket prices from \$18 to \$10, reducing membership prices from \$150-\$430 to \$108-\$200, increasing facility rental and class/camp revenue estimates, and refining expenses. Further detail can be found under Scenario 5 in CMR 12050. The adjusted FY 2022 JMZ cost recovery level is estimated to be 60%, which falls in the medium cost recovery policy range.	\$ 50,755	\$ -
<i>Public Works</i>	<b>Adjustment to Fund Balance</b> This action adjusts the fund balance to offset adjustments recommended in this report.	\$ -	\$ 921,725
<b>STORMWATER MANAGEMENT FUND (528) SUBTOTAL</b>		<b>\$ 664,255</b>	<b>\$ 664,255</b>

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>ENTERPRISE FUNDS</b>			
<b><u>WASTEWATER COLLECTION FUND (527)</u></b>			
<i>Utilities</i>	<b>Capital Improvement Project Adjustments to Proposed</b>	\$ -	\$ 420,000
	This action reflects the impact from adjustments to capital projects as a result of funds recommended to be reappropriated from FY 2021 to FY 2022. All recommended changes to proposed capital projects are outlined in Attachment A, Exhibit 3.		
<i>Utilities</i>	<b>Restore Internal City Services for Citywide Facilities</b>	\$ 200	\$ -
	Consistent with Finance Committee recommendation at the May 25 meeting, this action restores internal City services associated with the proposed closure of the Baylands Interpretive Center and the neighborhood library branches (Children's, College Terrace, and Downtown), including allocated charges for custodial and utilities services essential to the maintenance and operation of these facilities.		
<i>Utilities</i>	<b>Reclass to Inspector, WGW Utilities Field Service</b>	\$ -	\$ 5,968
	Consistent with staff recommendation at the May 25 meeting, this action reclassifies 5.00 positions in the Utilities Department from a Field Service Inspector to a Water Gas Wastewater (WGW) Utilities Field Service Inspector classification due to an arbitration decision in January 2021 (CMR 12156). The new classification aligns the role with the specific service area and includes a 10 percent increase effective October 2016.		
<i>Utilities</i>	<b>Junior Museum and Zoo (JMZ) Operating Plan</b>	\$ 19,467	\$ -
	<b>Consistent with the Finance Committee recommendation on May 4,</b> this action adjusts the JMZ operating plan and corresponding revenue budget by reducing ticket prices from \$18 to \$10, reducing membership prices from \$150-\$430 to \$108-\$200, increasing facility rental and class/camp revenue estimates, and refining expenses. Further detail can be found under Scenario 5 in CMR 12050. The adjusted FY 2022 JMZ cost recovery level is estimated to be 60%, which falls in the medium cost recovery policy range.		
<i>Utilities</i>	<b>Adjustment to Fund Balance</b>	\$ -	\$ (406,300)
	This action adjusts the fund balance to offset adjustments recommended in this report.		
<b>WASTEWATER COLLECTION FUND (527) SUBTOTAL</b>		<b>\$ 19,667</b>	<b>\$ 19,667</b>

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>ENTERPRISE FUNDS</b>			
<b><u>WASTEWATER TREATMENT FUND (526)</u></b>			
<i>Public Works</i>	<b>Capital Improvement Project Adjustments to Proposed</b>	\$ 12,502,000	\$ (28,910)
	This action reflects the impact from adjustments to capital projects as a result of funds recommended to be reappropriated from FY 2021 to FY 2022. All recommended changes to proposed capital projects are outlined in Attachment A, Exhibit 3.		
<i>Public Works</i>	<b>Information Technology Administrative Support</b>	\$ -	\$ 27,608
	Consistent with staff recommendation at the May 25 meeting, this action increases funding by \$200,000 for Information Technology professional services support. IT professional services contracts provide flexible access to resources with specific skill sets, allowing IT to respond efficiently to a wide variety of department needs. Examples of anticipated applications are supplementary or specialized professional technical support for the onboarding of staff, return to work initiatives, and audio-visual efforts to continue to support virtual public meetings from City Hall. The cost of these services are budgeted as allocated charges in citywide departments; therefore, corresponding increases in various departments' allocated charges for internal services provided by the Information Technology Department are also recommended to offset this expense. The impact to the General Fund in FY 2022 is \$79,004; other funds \$120,996. A detailed list of impacts by department and fund can be found in Attachment A, Exhibit 4.		
<i>Public Works</i>	<b>Adjustment to Fund Balance</b>	\$ -	\$ 12,503,302
	This action adjusts the fund balance to offset adjustments recommended in this report.		
<b>WASTEWATER TREATMENT FUND (526) SUBTOTAL</b>		<b>\$ 12,502,000</b>	<b>\$ 12,502,000</b>

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>ENTERPRISE FUNDS</b>			
<b><u>WATER FUND (522)</u></b>			
<i>Utilities</i>	<b>Capital Improvement Project Adjustments to Proposed</b>	\$ -	\$ 555,830
	This action reflects the impact from adjustments to capital projects as a result of funds recommended to be reappropriated from FY 2021 to FY 2022. All recommended changes to proposed capital projects are outlined in Attachment A, Exhibit 3.		
<i>Utilities</i>	<b>Junior Museum and Zoo (JMZ) Operating Plan</b>	\$ 373,565	\$ -
	Consistent with the Finance Committee recommendation on May 4, this action adjusts the JMZ operating plan and corresponding revenue budget by reducing ticket prices from \$18 to \$10, reducing membership prices from \$150-\$430 to \$108-\$200, increasing facility rental and class/camp revenue estimates, and refining expenses. Further detail can be found under Scenario 5 in CMR 12050. The adjusted FY 2022 JMZ cost recovery level is estimated to be 60%, which falls in the medium cost recovery policy range.		
<i>Utilities</i>	<b>Restore Internal City Services for Citywide Facilities</b>	\$ 3,600	\$ -
	Consistent with Finance Committee recommendation at the May 25 meeting, this action restores internal City services associated with the proposed closure of the Baylands Interpretive Center and the neighborhood library branches (Children's, College Terrace, and Downtown), including allocated charges for custodial and utilities services essential to the maintenance and operation of these facilities.		
<i>Utilities</i>	<b>Reclass to Inspector, WGW Utilities Field Service</b>	\$ -	\$ 13,554
	Consistent with staff recommendation at the May 25 meeting, this action reclassifies 5.00 positions in the Utilities Department from a Field Service Inspector to a Water Gas Wastewater (WGW) Utilities Field Service Inspector classification due to an arbitration decision in January 2021 (CMR 12156). The new classification aligns the role with the specific service area and includes a 10 percent increase effective October 2016.		
<i>Utilities</i>	<b>Adjustment to Fund Balance</b>	\$ -	\$ (192,219)
	This action adjusts the fund balance to offset adjustments recommended in this report.		
<b>WATER FUND (522) SUBTOTAL</b>		<b>\$ 377,165</b>	<b>\$ 377,165</b>

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>INTERNAL SERVICE FUNDS</b>			
<b><u>TECHNOLOGY FUND (682)</u></b>			
<i>Capital</i>	<b>Capital Improvement Project Reappropriations</b>	\$ -	\$ (180,407)
	This action reflects the impact from adjustments to capital projects as a result of funds recommended to be reappropriated from FY 2021 to FY 2022. All recommended changes to proposed capital projects are outlined in Attachment A, Exhibit 3.		
<i>Information Technology</i>	<b>Information Technology Administrative Support</b>	\$ 200,000	\$ 200,000
	Consistent with staff recommendation at the May 25 meeting, this action increases funding by \$200,000 for Information Technology professional services support. IT professional services contracts provide flexible access to resources with specific skill sets, allowing IT to respond efficiently to a wide variety of department needs. Examples of anticipated applications are supplementary or specialized professional technical support for the onboarding of staff, return to work initiatives, and audio-visual efforts to continue to support virtual public meetings from City Hall. The cost of these services are budgeted as allocated charges in citywide departments; therefore, corresponding increases in various departments' allocated charges for internal services provided by the Information Technology Department are also recommended to offset this expense. The impact to the General Fund in FY 2022 is \$79,004; other funds \$120,996. A detailed list of impacts by department and fund can be found in Attachment A, Exhibit 4.		
<i>Fund Balance</i>	<b>Adjustment to Fund Balance</b>	\$ -	\$ 180,407
	This action adjusts the fund balance to offset adjustments recommended in this report.		
<b>TECHNOLOGY FUND (682) SUBTOTAL</b>		<b>\$ 200,000</b>	<b>\$ 200,000</b>



**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>INTERNAL SERVICE FUNDS</b>			
<b><u>VEHICLE REPLACEMENT FUND (681)</u></b>			
<i>Capital</i>	<b>Capital Improvement Project Reappropriations</b>	\$ -	\$ 22,870
	This action reflects the impact from adjustments to capital projects as a result of funds recommended to be reappropriated from FY 2021 to FY 2022. All recommended changes to proposed capital projects are outlined in Attachment A, Exhibit 3.		
<i>Public Works</i>	<b>Information Technology Administrative Support</b>	\$ -	\$ 5,935
	Consistent with staff recommendation at the May 25 meeting, this action increases funding by \$200,000 for Information Technology professional services support. IT professional services contracts provide flexible access to resources with specific skill sets, allowing IT to respond efficiently to a wide variety of department needs. Examples of anticipated applications are supplementary or specialized professional technical support for the onboarding of staff, return to work initiatives, and audio-visual efforts to continue to support virtual public meetings from City Hall. The cost of these services are budgeted as allocated charges in citywide departments; therefore, corresponding increases in various departments' allocated charges for internal services provided by the Information Technology Department are also recommended to offset this expense. The impact to the General Fund in FY 2022 is \$79,004; other funds \$120,996. A detailed list of impacts by department and fund can be found in Attachment A, Exhibit 4.		
<i>Fund Balance</i>	<b>Adjustment to Fund Balance</b>	\$ -	\$ (28,805)
	This action adjusts the fund balance to offset adjustments recommended in this report.		
<b>VEHICLE REPLACEMENT FUND (681) SUBTOTAL</b>		<b>\$ -</b>	<b>\$ -</b>

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>INTERNAL SERVICE FUNDS</b>			
<b><u>PRINTING &amp; MAILING FUND (683)</u></b>			
<i>Public Works</i>	<b>Information Technology Administrative Support</b>	\$ -	\$ 712
	Consistent with staff recommendation at the May 25 meeting, this action increases funding by \$200,000 for Information Technology professional services support. IT professional services contracts provide flexible access to resources with specific skill sets, allowing IT to respond efficiently to a wide variety of department needs. Examples of anticipated applications are supplementary or specialized professional technical support for the onboarding of staff, return to work initiatives, and audio-visual efforts to continue to support virtual public meetings from City Hall. The cost of these services are budgeted as allocated charges in citywide departments; therefore, corresponding increases in various departments' allocated charges for internal services provided by the Information Technology Department are also recommended to offset this expense. The impact to the General Fund in FY 2022 is \$79,004; other funds \$120,996. A detailed list of impacts by department and fund can be found in Attachment A, Exhibit 4.		
<i>Fund Balance</i>	<b>Adjustment to Fund Balance</b>	\$ -	\$ (712)
	This action adjusts the fund balance to offset adjustments recommended in this report.		
<b>PRINTING &amp; MAILING FUND (683) SUBTOTAL</b>		<b>\$ -</b>	<b>\$ -</b>

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>SPECIAL REVENUE FUNDS</b>			
<b><u>PARKS IMPACT FEE FUND (210)</u></b>			
<i>Community Services</i>	<b>Transfer to the Capital Improvement Fund</b> This action reappropriates funding for a transfer to the Capital Improvement Fund for work on the Park Restroom Installation Project (PG-19000). This work was unable to be completed in FY 2021, so the funding will be transferred when the work is completed in FY 2022.	\$ -	\$ 6,561
<i>Fund Balance</i>	<b>Ending Fund Balance</b> This action adjusts the fund balance to offset the actions recommended in this report.		\$ (6,561)
<b>PARKS IMPACT FEE FUND (210) SUBTOTAL</b>		<b>\$ -</b>	<b>\$ -</b>
<b><u>GAS TAX FUND (231)</u></b>			
<i>Non-Departmental</i>	<b>State Gas Tax Funding Adjustment/Transfer to the Capital Improvement Fund</b> The City received an updated Gas Tax revenue estimate for FY 2022 that is \$132,214 lower than the state projection used in the FY 2022 Proposed Budget. This revenue is generated by state collections of fuel taxes and vehicle registration fees and distributed to local jurisdictions to fund road rehabilitation and maintenance work on local streets and roads. This type of work is budgeted in the ongoing Streets Maintenance Capital Project (PE-86070) in the Capital Improvement Fund. Staff recommends a reduction of \$132,214 in Gas Tax Revenue in the Gas Tax Fund offset by a \$132,214 reduction in funding for the Streets Maintenance Capital Project (PE-86070) in the Capital Improvement Fund.	\$ (132,214)	\$ (132,214)
<b>GAS TAX FUND (231) SUBTOTAL</b>		<b>\$ (132,214)</b>	<b>\$ (132,214)</b>

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>SPECIAL REVENUE FUNDS</b>			
<b><u>COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND (232)</u></b>			
<i>Planning &amp; Development Services</i>	<b>FY 2021-22 CDBG Grant Funding/Program Allocation</b>	\$ 7,795	\$ 7,795
	Consistent with the staff recommendation at the May 25 meeting, this net-neutral action aligns the FY 2022 CDBG allocation with revised estimates from the department of Housing and Urban Development (HUD). On May 4, 2021, the City Council approved the FY 2021-22 CDBG annual action plan (CMR 12014). On May 13, 2021, HUD informed the City that they discovered an error in the formula calculations for the CDBG program and revised Palo Alto's annual allocation from \$528,961 to \$536,756, an increase of \$7,795. This funding is recommended to be allocated to the Rebuilding Together Peninsula Safe at Home project, which focuses on critical health and safety related home repair needs for low-income Palo Alto homeowners.		
<b>COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND (232) SUBTOTAL</b>		<b>\$ 7,795</b>	<b>\$ 7,795</b>
<b><u>UNIVERSITY AVENUE PARKING PERMITS FUND (236)</u></b>			
<i>Office of Transportation</i>	<b>Transportation Management Authority (TMA)</b>	\$ -	\$ (200,000)
	Consistent with City Council recommendation at the May 17 meeting, this one-time action reduces the funding to the TMA to \$150,000 in FY 2022. The decrease in funding may impact the level of support the TMA can provide to low-income workers and may reduce the number of workers the TMA programs could serve.		
<i>Office of Transportation</i>	<b>Transfer to Capital Improvement Fund</b>	\$ -	\$ 72,400
	This action reappropriates funding for a transfer to the Capital Improvement Fund for work on the University Avenue Parking Improvements capital project (PF-14003). This work was unable to be completed in FY 2021, so the funding will be transferred when the work is completed in FY 2022.		
<i>Fund Balance</i>	<b>Ending Fund Balance</b>		\$ 127,600
	This action adjusts the fund balance to offset the actions recommended in this report.		
<b>UNIVERSITY AVENUE PARKING PERMITS FUND (236) SUBTOTAL</b>		<b>\$ -</b>	<b>\$ -</b>

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>SPECIAL REVENUE FUNDS</b>			
<b><u>STANFORD UNIVERSITY MEDICAL CENTER (SUMC) FUND (260)</u></b>			
Non- Departmental	<b>Transfer to the General Fund/HSRAP Funding</b> Consistent with the Finance Committee recommendation approved on May 25, 2021 this one-time action increases the transfer to the General Fund from the Stanford University Medical Center (SUMC) Fund to provide additional funding for Human Service Resource Allocation Process (HSRAP). The total increase in funding to HSRAP in FY 2022 is \$200,000; \$50,000 from the SUMC Fund and \$150,000 from the General Fund.	\$ -	\$ 50,000
Non- Departmental	<b>Transfer to the Capital Improvement Fund for the Charleston Arastradero Corridor Project, Phase 4</b> Consistent with the Finance Committee recommendation on May 11 and City Council direction on May 17, this action increases the transfer from the SUMC Fund (Community Health and Safety) by \$1.2 million in FY 2022 to support Phase Three of the Charleston Arastradero capital Project (PE-13011). Additional funding will come from the Bicycle and Pedestrian Plan (PL-04010) capital improvement project (\$1.5 million) and from various street maintenance projects (\$300,000).	\$ -	\$ 1,200,000
Non- Departmental	<b>Transfer to the Capital Improvement Fund for the Bicycle and Pedestrian Transportation Plan</b> Consistent with the Finance Committee recommendation on May 11 and City Council direction on May 17, this action decreases the transfer from the SUMC Fund (Climate Change and Sustainable Communities) by \$2.0 million in FY 2022 for the Bicycle and Pedestrian Plan capital Project (PL-04010). Due to staff constraints, work will be done to complete Phase Three of the Charleston Arastradero capital Project (PE-13011) in FY 2022, so work on PL-04010 will be programmed in FY 2023, along with the transfer from the SUMC Fund.	\$ -	\$ (1,986,696)
Fund Balance	<b>Ending Fund Balance</b> This action adjusts the fund balance to offset the actions recommended in this report.		\$ 736,696
<b>STANFORD UNIVERSITY MEDICAL CENTER (SUMC) FUND (260) SUBTOTAL</b>		<b>\$ -</b>	<b>\$ -</b>

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED CAPITAL IMPROVEMENT PROGRAM**

Project Title	Project Number	FY 2022 Funding: Proposed Capital Budget Document	FY 2022 Funding Adjustment	FY 2022 Revised Funding
<b>CAPITAL IMPROVEMENT FUND</b>				
Americans With Disabilities Act Compliance	PF-93009	\$ 832,326	\$ (64,550)	\$ 767,776
Animal Shelter Renovation	PE-19002	\$ -	\$ 1,196,195	\$ 1,196,195
Baylands Boardwalk Improvements	PE-14018	\$ -	\$ 8,630	\$ 8,630
Bicycle and Pedestrian Transportation Plan Implementation	PL-04010	\$ 1,858,633	\$ (1,327,991)	\$ 530,642
Boulevard Park Improvements (merged with Birch Street Project PE-19003)	PE-17005	\$ 3,865,693	\$ (65,050)	\$ 3,800,643
Building Systems Improvements	PF-01003	\$ 467,054	\$ 558,037	\$ 1,025,091
California Avenue District Gateway Signs	PE-17004	\$ -	\$ 141,238	\$ 141,238
Cameron Park Improvements	PG-14002	\$ -	\$ 160,000	\$ 160,000
Capital Improvement Fund Administration	AS-10000	\$ 1,439,507	\$ (400,000)	\$ 1,039,507
Charleston/Arastradero Corridor Project	PE-13011	\$ 4,600,000	\$ 3,400,000	\$ 8,000,000
City Bridge Improvements	PE-20001	\$ 143,400	\$ 5,630	\$ 149,030
Civic Center Electrical Upgrade & EV Charger Installation	PE-17010	\$ 432,259	\$ 82,452	\$ 514,711
Civic Center Waterproofing Study and Repairs	PE-15020	\$ -	\$ 561,856	\$ 561,856
Facility Interior Finishes Replacement	PF-02022	\$ 472,100	\$ 228,000	\$ 700,100
Fire Station 4 Replacement	PE-18004	\$ 949,999	\$ (100,000)	\$ 849,999
Foothills Park Boronda Lake Dock Replacement	OS-18000	\$ -	\$ 210,000	\$ 210,000
Magical Bridge Playground Rubber and Synthetic Turf Resurfacing	PE-21003	\$ 487,550	\$ 367,750	\$ 855,300
Municipal Service Center A, B, & C Roof Replacement	PF-17000	\$ -	\$ 168,533	\$ 168,533
Municipal Service Center Lighting, Mechanical, and Electrical Improvements	PF-16006	\$ 6,382,994	\$ 115,632	\$ 6,498,626
New California Avenue Area Parking Garage	PE-18000	\$ -	\$ 1,010,336	\$ 1,010,336
New Downtown Parking Garage	PE-15007	\$ -	\$ 10,600	\$ 10,600
New Public Safety Building	PE-15001	\$ 3,400,000	\$ 5,636,041	\$ 9,036,041
Newell Road/San Francisquito Creek Bridge Replacement	PE-12011	\$ 136,100	\$ 320,088	\$ 456,188
Performing Arts Venues Seat Replacement	AC-18000	\$ 381,200	\$ (10,000)	\$ 371,200
Ramos Park Improvements	PG-14000	\$ -	\$ 137,000	\$ 137,000
Roofing Replacement	PF-00006	\$ 692,800	\$ 20,494	\$ 713,294
Safe Routes To School	PL-00026	\$ 931,128	\$ 210,000	\$ 1,141,128
Street Maintenance	PE-86070	\$ 2,936,900	\$ (132,214)	\$ 2,804,686
Transportation and Parking Improvements	PL-12000	\$ 510,400	\$ 75,000	\$ 585,400
University Avenue Parking Improvements	PF-14003	\$ 125,200	\$ 72,400	\$ 197,600
Water, Gas, Wastewater Office Remodel	PE-19001	\$ 777,904	\$ (99,781)	\$ 678,123
<b>TOTAL CAPITAL IMPROVEMENT FUND PROJECT ADJUSTMENTS</b>		<b>\$ 31,823,147</b>	<b>\$ 12,496,326</b>	<b>\$ 44,319,473</b>
<b>CUBBERLEY INFRASTRUCTURE FUND</b>				
Cubberley Field Restroom	CB-17002	\$ 334,787	\$ (16,063)	\$ 318,724
Cubberley Repairs	CB-17001	\$ 206,600	\$ 136,747	\$ 343,347
Cubberley Roof Replacements	CB-16002	\$ 686,500	\$ 436,520	\$ 1,123,020
<b>TOTAL CUBBERLEY INFRASTRUCTURE FUND PROJECT ADJUSTMENTS</b>		<b>\$ 1,227,887</b>	<b>\$ 557,204</b>	<b>\$ 1,785,091</b>
<b>AIRPORT FUND</b>				
Airport Apron Reconstruction	AP-16000	\$ 50,800	\$ 441,940	\$ 492,740
Airport Facilities Electrical Improvements	AP-20000	\$ -	\$ 75,795	\$ 75,795
<b>TOTAL AIRPORT FUND PROJECT ADJUSTMENTS</b>		<b>\$ 50,800</b>	<b>\$ 517,735</b>	<b>\$ 568,535</b>
<b>ELECTRIC FUND</b>				
115 kV Electric Intertie	EL-06001	\$ 127,481	\$ 51,000	\$ 178,481

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED CAPITAL IMPROVEMENT PROGRAM**

Project Title	Project Number	FY 2022 Funding: Proposed Capital Budget Document	FY 2022 Funding Adjustment	FY 2022 Revised Funding
Capacitor Bank Installation	EL-16002	\$ 400,000	\$ 145,616	\$ 545,616
Colorado Power Station Equipment Upgrades	EL-19001	\$ 200,000	\$ 640,003	\$ 840,003
Colorado Substation Site Improvements	EL-19002	\$ 150,000	\$ 588,570	\$ 738,570
Electric Utility Geographic Information System	EL-02011	\$ 270,000	\$ 222,100	\$ 492,100
Facility Relocation for Caltrain Modernization Project	EL-17007	\$ -	\$ 556,286	\$ 556,286
Foothills Rebuild (Fire Mitigation)	EL-21001	\$ 2,000,000	\$ 1,878,351	\$ 3,878,351
Inter-substation Line Protection Relay	EL-17005	\$ 150,000	\$ 281,483	\$ 431,483
Rebuild Underground District 15	EL-11003	\$ 1,225,000	\$ 25,000	\$ 1,250,000
Rebuild Underground District 16	EL-13003	\$ 350,000	\$ 7,995	\$ 357,995
Rebuild Underground District 24	EL-10006	\$ -	\$ 526,294	\$ 526,294
Rebuild Underground District 26	EL-16000	\$ 255,000	\$ 26,890	\$ 281,890
Reconfigure Quarry Feeders	EL-14005	\$ 150,000	\$ 10,306	\$ 160,306
SCADA System Upgrades	EL-02010	\$ 400,000	\$ 5,675	\$ 405,675
Substation 60kV Breaker Replacement	EL-17002	\$ 900,000	\$ 608,066	\$ 1,508,066
Substation Physical Security	EL-16003	\$ 300,000	\$ 1,153,447	\$ 1,453,447
Underground District 46 - Charleston/El Camino Real	EL-12001	\$ -	\$ 235,000	\$ 235,000
Wood Pole Replacement	EL-19004	\$ 250,000	\$ 1,489,927	\$ 1,739,927
<b>TOTAL ELECTRIC FUND PROJECT ADJUSTMENTS</b>		<b>\$ 7,127,481</b>	<b>\$ 8,452,009</b>	<b>\$ 15,579,490</b>
<b>GAS FUND</b>				
Gas Main Replacement - Project 23	GS-13001	\$ 1,140,697	\$ (679,701)	\$ 460,996
Gas Meters and Regulators	GS-80019	\$ 1,000,000	\$ (500,000)	\$ 500,000
<b>TOTAL GAS FUND PROJECT ADJUSTMENTS</b>		<b>\$ 2,140,697</b>	<b>\$ (1,179,701)</b>	<b>\$ 960,996</b>
<b>STORMWATER MANAGEMENT FUND</b>				
Corporation Way System Upgrades and Pump Station	SD-21000	\$ 3,354,594	\$ (12,135)	\$ 3,342,459
Storm Drainage System Replacement And Rehabilitation	SD-06101	\$ 1,881,757	\$ (868,694)	\$ 1,013,063
Trash Capture Device Installation	SD-22002	\$ -	\$ 613,000	\$ 613,000
West Bayshore Road Trunk Line Improvements	SD-23000	\$ -	\$ 5,796	\$ 5,796
<b>TOTAL STORMWATER MANAGEMENT FUND PROJECT ADJUSTMENTS</b>		<b>\$ 5,236,351</b>	<b>\$ (262,033)</b>	<b>\$ 4,974,318</b>
<b>TECHNOLOGY FUND</b>				
Development Center Blueprint Technology Enhancements	TE-12001	\$ 223,641	\$ 68,587	\$ 292,228
Public Safety Records Management System (RMS) Replacement	TE-21000	\$ 649,181	\$ (309,781)	\$ 339,400
Radio Infrastructure Replacement	TE-05000	\$ 199,137	\$ 60,787	\$ 259,924
<b>TOTAL TECHNOLOGY FUND PROJECT ADJUSTMENTS</b>		<b>\$ 1,071,959</b>	<b>\$ (180,407)</b>	<b>\$ 891,552</b>
<b>VEHICLE REPLACEMENT FUND</b>				
Scheduled Vehicle and Equipment Replacement - Fiscal Year 2020	VR-20000	\$ 1,523,803	\$ (10,167)	\$ 1,513,636
Scheduled Vehicle and Equipment Replacement - Fiscal Year 2021	VR-21000	\$ 660,165	\$ 33,037	\$ 693,202
<b>TOTAL VEHICLE REPLACEMENT FUND PROJECT ADJUSTMENTS</b>		<b>\$ 2,183,968</b>	<b>\$ 22,870</b>	<b>\$ 2,206,838</b>
<b>WASTEWATER COLLECTION FUND</b>				
Wastewater Collection System Rehabilitation/Augmentation Project 29	WC-16001	\$ -	\$ 350,000	\$ 350,000
Wastewater General Equipment and Tools	WC-13002	\$ 50,000	\$ 70,000	\$ 120,000

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED CAPITAL IMPROVEMENT PROGRAM**

Project Title	Project Number	FY 2022 Funding: Proposed Capital Budget Document		FY 2022 Funding Adjustment	FY 2022 Revised Funding
TOTAL WASTEWATER COLLECTION FUND PROJECT ADJUSTMENTS		\$	50,000	\$ 420,000	\$ 470,000
WASTEWATER TREATMENT FUND					
New Laboratory And Environmental Services Building	WQ-14002	\$	2,642,234	\$ (7,362)	\$ <b>2,634,872</b>
Plant Repair, Retrofit, and Equipment Replacement	WQ-19002	\$	8,791,959	\$ (21,548)	\$ <b>8,770,411</b>
TOTAL WASTEWATER TREATMENT FUND PROJECT ADJUSTMENTS		\$	11,434,193	\$ (28,910)	\$ 11,405,283
WATER FUND					
Water Main Replacement - Project 28	WS-14001	\$	11,000,000	\$ (90,000)	\$ <b>10,910,000</b>
Water Regulation Station Improvements	WS-07000	\$	-	\$ 645,830	\$ <b>645,830</b>
TOTAL WATER FUND PROJECT ADJUSTMENTS		\$	11,000,000	\$ 555,830	\$ 11,555,830
TOTAL ADJUSTMENTS ACROSS ALL FUNDS					
		\$	73,346,483	\$ 21,370,923	\$ 94,717,406



**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>GENERAL FUND (102 &amp; 103)</b>			
<i>Administrative Services</i>	<b>Administrative Services Department Support</b> Consistent with staff recommendation at the May 25 meeting, this action restores 0.50 Administrative Associate II in the Purchasing Division and realigns staff resources to maintain minimum procurement staffing necessary to support the organization and service levels. Namely, it maintains FY 2021 reduced staffing levels and restores further reductions in the FY 2022 Proposed Budget. This realignment of staff resources will allow for efficiencies in solicitation cycle time, such as changing levels for competitive solicitations and centralizing low-dollar items from departments.	\$ -	\$ 93,900
<i>Administrative Services</i>	<b>Business Registry Certificate (BRC) Revenue Adjustment</b> Consistent with staff recommendation at the May 25 meeting, this action reduces the revenue estimate for business registry fees to align with a fee waiver approved by the City Council (CMR 12167).	\$ (81,864)	\$ -
<i>City Attorney</i>	<b>Restore City Attorney Administrative Support</b> This action restores funding for 1.00 Assistant City Attorney previously proposed to be underfilled at 1.00 Deputy City Attorney. This will restore the Office's ability to address complex strategic initiatives, manage response times and reliance on outside counsel expertise. This will ensure continued support of current complex and high priority goals adopted by the Council (e.g. but not limited to sustainability initiatives, ballot initiatives, and public private partnerships).	\$ -	\$ 92,454
<i>City Auditor Office</i>	<b>City Auditor Administrative Support</b> Consistent with staff recommendation at the May 25 meeting, this action partially restores auditing contract services with Baker-Tilly to help ensure that the Auditor's Office has adequate capacity to perform audit services.	\$ -	\$ 30,000
<i>City Clerk</i>	<b>Restore Transcription Services</b> Consistent with Finance Committee recommendation at the May 12 meeting, this action restores transcription and production of sense minutes for the City Council meetings and Standing Committee meetings. Though transcribed minutes are not a legal requirement and do not represent the official record of Council and Committee action, they are a beneficial service to the community, Council, and City Staff. Restoring these services provides the community with a text summary of the minutes to review discussion and actions instead of the official action minutes and video.	\$ -	\$ 63,048

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>GENERAL FUND (102 &amp; 103)</b>			
<i>City Manager's Office</i>	<b>Federal Lobbyist Contract Services</b> Consistent with Finance Committee recommendation at the May 12 meeting, this action restores contract services for federal legislative lobbying to help ensure that the City stay informed on federal legislative activities, including funding opportunities for which the City may be eligible.	\$ -	\$ 40,000
<i>Community Services</i>	<b>Junior Museum and Zoo (JMZ) Operating Plan</b> Consistent with the Finance Committee recommendation at the May 4 meeting, this action adjusts the JMZ operating plan and corresponding revenue budget by reducing ticket prices from \$18 to \$10, reducing membership prices from \$150-\$430 to \$108-\$200, increasing facility rental and class/camp revenue estimates, and refining expenses. Further detail can be found under Scenario 5 in CMR 12050. The adjusted FY 2022 JMZ cost recovery level is estimated to be 60%, which falls in the medium cost recovery policy range.	\$ (273,643)	\$ 675,000
<i>Community Services</i>	<b>Children's Theatre Outreach and Hot Dog Productions</b> Consistent with City Council recommendation at the May 17 meeting, this action adds \$378,000 of expenses, \$118,000 of revenues, and the equivalent of 2.88 FTE to allow the Children's Theatre to provide Outreach and Hot Dog theater productions. These programs were reduced in the FY 2021 budget process. This expense is recommended to be partially offset in FY 2022 by \$125,000 of one-time funding tentatively approved by the Finance Committee on May 12 for the Community Services Department.	\$ 118,425	\$ 378,335
<i>Community Services</i>	<b>Arts Center Operating Hours, Programming, and Fees</b> Consistent with Finance Committee recommendation at the May 12 meeting, this action restores the equivalent of 2.16 FTE staffing resources and \$208,025 in corresponding expenses. This will allow the Art Center to continue to provide Family Days, exhibitions, school programs such as Project Look and Cultural Kaleidoscope, teen leadership programs, and volunteer and internship programs. This FY 2022 proposal included an increase in fees and corresponding revenue for Art Center programs and classes. As part of this recommendation, the revenue from the increased fees will still be increased (\$64,000).	\$ -	\$ 208,025

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>GENERAL FUND (102 &amp; 103)</b>			
<i>Community Services</i>	<b>Community Services Administrative Support</b> Consistent with Finance Committee recommendation at the May 12 meeting, this action restores 1.00 FTE Administrative Assistant in the Community Services Department. This position supports the entire Community Services Department by coordinating the creation of marketing materials, managing agendas and reports, producing website content and responding to public request responses. This FY 2022 proposal included a reduction in printing costs for the Enjoy! Catalog. As part of this recommendation, the funding to print the Enjoy Catalog will still be reduced (\$20,000).	\$ -	\$ 152,200
<i>Community Services</i>	<b>Human Service Resource Allocation Process (HSRAP)</b> Consistent with Finance Committee and City Council recommendation at the May 12 and 17 meetings, this one-time action adds a total of \$200,000 in additional expenses to be provided through the HSRAP process. This expense is partially offset by a \$50,000 transfer from the Stanford University Medical Center (SUMC) Fund as recommended on May 12, 2021 by the Finance Committee, therefore the net impact to the General Fund is \$150,000.	\$ 50,000	\$ 200,000
<i>Community Services</i>	<b>Cubberley Theater Administrative Staffing</b> Consistent with Finance Committee recommendation at the May 12 meeting, this action restores 0.75 FTE Producer Arts/Science Program at the Cubberley Theater. This position supports the theater rental process, event scheduling, and various administrative and customer service duties.	\$ -	\$ 94,123
<i>Community Services</i>	<b>Children's Theatre Operations and Production Staffing</b> Consistent with Finance Committee recommendation at the May 12 meeting, this action restores the equivalent of 1.32 FTE part-time staffing at the Children's Theatre. These positions provide costuming and customer service support.	\$ -	\$ 68,224
<i>Community Services</i>	<b>Teen Services</b> Consistent with Finance Committee recommendation at the May 12 meeting, this action restores the equivalent of 1.21 FTE part-time staffing for Teen Services programming and Teen Center operations. This will allow the Teen Center to operate five days per week. The FY 2022 proposal included a recommendation to utilize the Bryant Street Garage/Think Fund resources to offset expenses in FY 2022. As part of this recommendation, this funding offset will still be applied (\$150,000).	\$ -	\$ 55,198

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>GENERAL FUND (102 &amp; 103)</b>			
<i>Community Services</i>	<b>Youth Community Services, Youth Connectedness Initiative</b> Consistent with City Council recommendation at the May 17 meeting, this action allocates one-time funding of \$50,000 to the Youth Community Services (YCS) Youth Connectedness Initiative (YCI).	\$ -	\$ 50,000
<i>Community Services</i>	<b>Junior Museum and Zoo (JMZ) Marketing</b> Consistent with Finance Committee recommendation at the May 12 meeting, this action restores \$50,000 of the FY 2022 proposed \$100,000 reduction to annual marketing budget for the JMZ. This will result in an annual marketing budget of approximately \$150,000, or 75% of the original advertising resources. This level of marketing resources will allow the JMZ to partner with a marketing consultant to maximize the quality and impact of advertising campaigns.	\$ -	\$ 50,000
<i>Community Services</i>	<b>Sports and Recreation Reductions, Fees, and Staffing</b> Consistent with Finance Committee recommendation at the May 12 meeting, this action restores 0.35 FTE Recreation Leader III that supports the Middle School Athletics (MSA) and Adult Sports programs and the bus transportation contract for Foothills Preserve summer camps. This position supports customer service; hiring of hourly staff; and coordination between the district, coaches, referees to support the MSA and Adult Sports programs. This FY 2022 proposal included an increase in athletic field rental fees. As part of this recommendation, the revenue from the increased fees will still be increased (\$79,000).	\$ -	\$ 38,202
<i>Community Services</i>	<b>Twilight Concert Series</b> Consistent with City Council recommendation at the May 17 meeting, this action adds \$30,000 in expenses for the Twilight Concert Series. This program was reduced in the FY 2021 budget process. The Twilight Concert Series is the City of Palo Alto's summer events program. It includes concerts, movies nights, and other family-oriented community activities. This represents a 75% restoration of the program's prior resources and is expected to support three to four events.	\$ -	\$ 30,000
<i>Community Services</i>	<b>Baylands Interpretive Center Public Hours</b> Consistent with Finance Committee recommendation at the May 12 meeting, this action restores the equivalent of 0.29 FTE and the public operating hours of the Baylands Interpretive Center.	\$ -	\$ 15,321

CITY OF PALO ALTO  
RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET

Department		Revenues Adjustment	Expenses Adjustment
<b>GENERAL FUND (102 &amp; 103)</b>			
<i>Community Services</i>	<b>Cubberley Artist Studio Program (CASP) Administrative Staffing</b> Consistent with Finance Committee recommendation at the May 12 meeting, this action restores 0.20 part-time Arts & Sciences Professional I. This position supports administrative, programmatic, and customer service tasks for the Public Art Division and the CASP.	\$ -	\$ 12,173
<i>Fire</i>	<b>Fire Station 2 Brown-out</b> Consistent with Finance Committee recommendation at the May 11 meeting, this action restores overtime funding associated with the full brownout of Fire Station 2. This will restore staffing to FY 2021 levels that brownout on weekdays from 8pm to 8am and weekends at all hours.	\$ -	\$ 709,000
<i>Fire</i>	<b>Fire Department Administrative Support</b> Consistent with staff recommendation at the May 25 meeting, this action reclassifies 0.48 part-time FTE Administrative Specialist to 1.00 FTE Administrative Associate II. This will allow for additional departmental assistance with higher level tasks such as establishing the Subscription Fee online sign up portal and purchasing tasks related to the AED Maintenance contract.	\$ -	\$ 68,000
<i>Fire</i>	<b>Equity Hiring Initiatives</b> Consistent with Finance Committee recommendation at the May 12 meeting, this action allocates one-time funding for equity hiring initiatives.	\$ -	\$ 50,000
<i>Human Resources</i>	<b>Human Resources Administrative Support</b> Consistent with staff recommendation at the May 25 meeting, this action restores recruitment resources to keep pace with hiring for safety-sensitive and essential positions which have been exempted from the hiring freeze, assist with the current backlog, and address restored positions that must be filled from the FY 2022 budget process. Funding may be used for staffing support or contractual support depending on the immediate needs and availability of resources.	\$ -	\$ 75,000
<i>Library</i>	<b>Neighborhood Library Services</b> Consistent with Finance Committee recommendation at the May 12 meeting, this action restores \$545,000 of expenses and 5.28 FTE to maintain operating hours of the three smaller library branches: Children's, College Terrace, and Downtown. This will maintain FY 2021 service levels of 3 days per week at these branches.	\$ -	\$ 544,918

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>GENERAL FUND (102 &amp; 103)</b>			
<i>Non-Departmental</i>	<b>Reverse Savings for Potential Labor Concessions</b> Consistent with City Council recommendation at the June 7 meeting, this action reinstates expected expenses for contractually obligated general wage increases for the City's Public Safety labor groups: Palo Alto Police Officers Association/Police Managers Association (PAPOA/PMA) (\$0.5 million); and International Association of Fire Fighters/Fire Chiefs Association (IAFF/FCA) (\$0.4 million). The City is currently in contract with PAPOA, PMA, IAFF, and FCA after reaching agreement with these groups last year for zero (0) percent general wage increases, deferring the contractual increase from June 2020 to June 2021. The City has not reached agreements with represented bargaining groups and is therefore reversing the assumed savings that was included in the FY 2022 Proposed Budget.	\$ -	\$ 905,000
<i>Non-Departmental</i>	<b>Establish Budget Uncertainty Reserve (City Council)</b> Consistent with Finance Committee recommendation at the May 12 meeting, this action establishes a Budget Uncertainty Reserve (City Council) that the City Council may use to address unforeseen emergent issues that would otherwise impact City operations and services.	\$ -	\$ 500,000
<i>Non-Departmental</i>	<b>Establish Reserve for Administrative Support</b> Consistent with staff recommendation at the May 25 meeting, this action establishes a one-time reserve to provide funding for unforeseen resource needs in FY 2022. This funding will be used for one-time administrative support costs that are anticipated to materialize in various departments across the City as a result of service restoration and the City continuing to recover from effects of the COVID-19 pandemic.	\$ -	\$ 300,000
<i>Non-Departmental</i>	<b>Reduce City Council Contingency</b> Consistent with Finance Committee recommendation at the May 25 meeting, this one-time action reduces Council Contingency by \$25,000, to a remaining balance of \$100,000.	\$ -	\$ (25,000)
<i>Non-Departmental</i>	<b>Eliminate General Fund Transition Reserve</b> Consistent with staff recommendation at the May 25 meeting, this action eliminates the \$750,000 General Fund Transition Reserve. This reserve was established to offset the cost of severance, separation timing, and service changes that were anticipated to incur one-time transition costs in FY 2022. With the restoration of services and staffing, these costs are no longer anticipated. This funding is alternatively recommended to offset \$875,000 in costs to restore administrative support functions.	\$ -	\$ (750,000)

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>GENERAL FUND (102 &amp; 103)</b>			
<i>Non-Departmental</i>	<b>Draw Unallocated American Rescue Plan Act (ARPA) Reserve</b> The FY 2022 Proposed Operating Budget recognized 50 percent or \$6.25 million of the \$12.5 million that the City anticipated to receive from ARPA as part of the federal government COVID-19 relief package anticipated to be received over a 24-month period. Of the \$6.25 million, a total of \$3.2 million was reserved for discussion and allocation by the Finance Committee and City Council during budget deliberations. This action recognizes the use of funds set aside in reserve.	\$ -	\$ (3,192,580)
<i>Non-Departmental</i>	<b>Additional American Rescue Plan Act (ARPA) Allocation</b> At the May 11 meeting, staff provided an update to the City's anticipated ARPA allocation at \$13.7 million, an increase of \$1.2 million from the \$12.5 million estimated in the FY 2022 Proposed Budget. This additional funding was proposed by the Finance Committee to be split 50-50 over a 24-month period, consistent with the allocation of the original estimate in the FY 2022 Proposed Budget. This recommendation was revised at the May 17 City Council meeting to reflect a 60-40 split of the receipt and appropriation of the \$13.7 million over a 24-month period. This action recognizes the additional funding and revised funding split.	\$ 1,970,000	\$ -
<i>Planning and Development Services</i>	<b>Restore Current Planning Staffing</b> Consistent with Finance Committee recommendation at the May 12 meeting, this action restores 1.00 FTE Associate Planner that was eliminated in the FY 2022 Proposed Budget. This will support efficient processing timelines and timely permit issuance.	\$ -	\$ 138,146
<i>Police</i>	<b>Patrol Staffing</b> Consistent with Finance Committee recommendation at the May 11 meeting, this action restores 5.00 FTE Police Officers in Patrol Services that were eliminated in the FY 2022 Proposed Budget. This will maintain authorized sworn positions at FY 2021 levels.	\$ -	\$ 1,008,737
<i>Police</i>	<b>Crossing Guard Services</b> Consistent with Finance Committee recommendation at the May 11 meeting, this action restores funding for crossing guard services that were reduced in the FY 2022 Proposed Budget. This will maintain crossing guard services at approximately 30 designated school area crosswalks and intersections, consistent with FY 2021 levels.	\$ -	\$ 304,310

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>GENERAL FUND (102 &amp; 103)</b>			
<i>Police</i>	<b>Reallocate Lieutenant from Police to City Manager's Office</b> Consistent with Finance Committee recommendation at the May 11 meeting, this action restores funding for 1.00 FTE Lieutenant position that is reallocated to City Manager's Office to support community and business outreach and adaptation to the pandemic. This will allow the department to backfill the position during the temporary assignment.	\$ -	\$ 292,903
<i>Police</i>	<b>Administrative Programming</b> Consistent with Finance Committee recommendation at the May 11 meeting, this action restores non-salary expenses to support the Citizen Academy, Reserve Dinner, DUI Campaign, PIO supplies/National Night Out, Bike Patrol, Explorer Program, and FBI academy that were reduced in the FY 2022 Proposed Budget.	\$ -	\$ 47,450
<i>Public Works</i>	<b>Restore Facilities Staffing</b> Consistent with staff recommendation at the May 25 meeting, this action restores 1.00 FTE Facilities Technician to install, repair, and maintain systems at City facilities. As part of the FY 2022 Proposed Budget, this position was eliminated due to recommendations to close or reduce hours at several City facilities. During budget hearings, the Finance Committee and City Council recommended to restore operations at these facilities. This corresponding actions restores the position to help ensure timeliness for preventative maintenance work and add capacity to fulfill work orders of less critical or non-regulatory services (such as office/room reconfiguration, carpet/flooring repairs/replacement, furniture moving/set up for meetings, or treatment for nuisance pests).	\$ -	\$ 136,178
<i>Public Works</i>	<b>Restore Internal City Services for Citywide Facilities</b> Consistent with Finance Committee recommendation at the May 25 meeting, this action restores internal City services associated with the proposed closure of the Baylands Interpretive Center and the neighborhood library branches (Children's, College Terrace, and Downtown), including custodial and utilities services essential to the maintenance and operation of these facilities.	\$ -	\$ 53,700



**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>GENERAL FUND (102 &amp; 103)</b>			
<i>Various</i>	<b>Information Technology Administrative Support</b> Consistent with staff recommendation at the May 25 meeting, this action increases funding by \$200,000 for Information Technology professional services support. IT professional services contracts provide flexible access to resources with specific skill sets, allowing IT to respond efficiently to a wide variety of department needs. Examples of anticipated applications are supplementary or specialized professional technical support for the onboarding of staff, return to work initiatives, and audio-visual efforts to continue to support virtual public meetings from City Hall. The cost of these services are budgeted as allocated charges in citywide departments; therefore, corresponding increases in various departments' allocated charges for internal services provided by the Information Technology Department are also recommended to offset this expense. The impact to the General Fund in FY 2022 is \$79,004; other funds \$120,996. A detailed list of impacts by department and fund can be found in Attachment A, Exhibit 4.	\$ -	\$ 79,004
<i>Fund Balance</i>	<b>Draw on Budget Stabilization Reserve (BSR)</b> Consistent with Finance Committee recommendation at the May 12 meeting, this action reduces the BSR by \$2,500,000, below the 18.5 percent target to approximately 17% of estimated FY 2022 expense levels.	\$ -	\$ (2,500,000)
<i>Fund Balance</i>	<b>Adjustment to Fund Balance (Budget Stabilization Reserve) - Management Wage Assumptions</b> This action increases the General Fund Budget Stabilization Reserve for savings associated with a zero wage increase for the unrepresented Management and Professionals group.	\$ -	\$ 431,949
<i>Fund Balance</i>	<b>Adjustment to Fund Balance (Budget Stabilization Reserve) - Service Employees International Union (SEIU) Wage Assumptions</b> This action increases the General Fund Budget Stabilization Reserve for savings associated with a zero wage increase for SEIU upon contract expiration in December 2021.		\$ 260,000
<b>GENERAL FUND (102 &amp; 103) SUBTOTAL</b>		<b>\$ 1,782,918</b>	<b>\$ 1,782,918</b>

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>CAPITAL IMPROVEMENT FUNDS</b>			
<b><u>CAPITAL IMPROVEMENT FUND (471)</u></b>			
<i>Capital</i>	<b>Capital Improvement Project Amendments to Proposed</b> This action reflects the impact from adjustments to capital projects as a result of funds recommended to be reappropriated from FY 2021 to FY 2022. Projects with other recommended adjustments are detailed below. All recommended changes to proposed capital projects are outlined in Attachment A, Exhibit 3.	\$ 247,961	\$ 11,128,540
<i>Capital</i>	<b>Transfer from the Stanford University Medical Center Fund/Charleston/Arastradero Project (PE-13011)</b> On May 17th, the City Council directed staff to move forward in FY 2022 to fund the Charleston/Arastradero Corridor Project (PE-13011) utilizing a combination of funding sources including \$1.2 million from SUMC (Community Health and Safety) funding; \$1.5 million from the Bike and Pedestrian Plan capital project (PL-04010); and \$300,000 from FY 2021 savings in various street maintenance projects. This option allowed staff to award a contract immediately using current bids, adjusted the timeframe of this action from FY 2023, as initially indicated, to FY 2022 in the five-year CIP.	\$ 1,200,000	\$ 3,400,000
<i>Capital</i>	<b>Transfer from the Stanford University Medical Center Fund/Bike and Pedestrian Plan Project (PL-04010)</b> On May 17th, the City Council directed staff to move forward in FY 2022 to fund the Charleston/Arastradero Corridor Project (PE-13011) utilizing a combination of funding sources including \$1.2 million from SUMC (Community Health and Safety) funding; \$1.5 million from the Bike and Pedestrian Plan capital project (PL-04010); and \$300,000 from FY 2021 savings in various street maintenance projects. The \$2.0 million transfer from the SUMC Fund (Climate Change and Sustainable Communities) scheduled for FY 2022 for the Bike and Pedestrian Plan Project (PL-04010) will be shifted to FY 2023 in the 2022-2026 Capital Improvement Plan to cover costs planned in FY 2023 for PL-04010.	\$ (1,986,696)	\$ (1,500,000)

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>CAPITAL IMPROVEMENT FUNDS</b>			
<i>Capital</i>	<b>Additional Funding to Charleston/Arastradero Project (PE-13011) and realignment from Capital Improvement Fund Administration (AS-10000)</b> On May 17th, the City Council directed staff to move forward in FY 2022 to fund the Charleston/Arastradero Corridor Project (PE-13011) utilizing a combination of funding sources including \$1.2 million from SUMC (Community Health and Safety) funding; \$1.5 million from the Bike and Pedestrian Plan capital project (PL-04010); and \$300,000 from FY 2021 savings in various street maintenance projects. To align salary expenses required for the Charleston/Arastradero Corridor Project, funding of \$0.4 million will be reallocated from the Capital Improvement Fund Administration (AS-10000).	\$ -	\$ (400,000)
<i>Capital</i>	<b>Transfer from the Gas Tax Fund/Streets Maintenance (PE-86070)</b> The City received an updated Gas Tax revenue estimate for FY 2022. These revenues are generated by state collections of fuel taxes and vehicle registration fees and distributed to local jurisdictions to fund road rehabilitation and maintenance work on local streets and roads. This type of work is budgeted in the ongoing Streets Maintenance Capital Project (PE-86070) in the Capital Improvement Fund. The latest estimates results in a reduction of \$132,214 in Gas Tax Revenue in the Gas Tax Fund offset by a \$132,214 reduction in funding for the Streets Maintenance Capital Project (PE-86070) in the Capital Improvement Fund.	\$ (132,214)	\$ (132,214)
<i>Fund Balance</i>	<b>Adjustment to Fund Balance (Infrastructure Reserve)</b> This action adjusts the fund balance to offset adjustments recommended in this report.	\$ -	\$ (13,167,275)
<b>CAPITAL IMPROVEMENT FUND (471) SUBTOTAL</b>		<b>\$ (670,949)</b>	<b>\$ (670,949)</b>

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>CAPITAL IMPROVEMENT FUNDS</b>			
<b><u>CUBBERLEY INFRASTRUCTURE FUND (472)</u></b>			
<i>Capital</i>	<b>Capital Improvement Project Amendments to Proposed</b>	\$ -	\$ 557,204
	This action reflects the impact from adjustments to capital projects as a result of funds recommended to be reappropriated from FY 2021 to FY 2022. All recommended changes to proposed capital projects are outlined in Attachment A, Exhibit 3.		
<i>Fund Balance</i>	<b>Adjustment to Fund Balance (Infrastructure Reserve)</b>	\$ -	\$ (557,204)
	This action adjusts the fund balance to offset adjustments recommended in this report.		
<b>CUBBERLEY INFRASTRUCTURE FUND (472) SUBTOTAL</b>		<b>\$ -</b>	<b>\$ -</b>

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>ENTERPRISE FUNDS</b>			
<b><u>AIRPORT FUND (530)</u></b>			
<i>Public Works</i>	<b>Capital Improvement Project Adjustments to Proposed</b>	\$ -	\$ 517,735
	This action reflects the impact from adjustments to capital projects as a result of funds recommended to be reappropriated from FY 2021 to FY 2022. All recommended changes to proposed capital projects are outlined in Attachment A, Exhibit 3.		
<i>Public Works</i>	<b>Information Technology Administrative Support</b>	\$ -	\$ 924
	Consistent with staff recommendation at the May 25 meeting, this action increases funding by \$200,000 for Information Technology professional services support. IT professional services contracts provide flexible access to resources with specific skill sets, allowing IT to respond efficiently to a wide variety of department needs. Examples of anticipated applications are supplementary or specialized professional technical support for the onboarding of staff, return to work initiatives, and audio-visual efforts to continue to support virtual public meetings from City Hall. The cost of these services are budgeted as allocated charges in citywide departments; therefore, corresponding increases in various departments' allocated charges for internal services provided by the Information Technology Department are also recommended to offset this expense. The impact to the General Fund in FY 2022 is \$79,004; other funds \$120,996. A detailed list of impacts by department and fund can be found in Attachment A, Exhibit 4.		
<i>Public Works</i>	<b>Adjustment to Fund Balance</b>	\$ -	\$ (518,659)
	This action adjusts the fund balance to offset adjustments recommended in this report.		
<b>AIRPORT FUND (530) SUBTOTAL</b>		<b>\$ -</b>	<b>\$ -</b>

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>ENTERPRISE FUNDS</b>			
<b><u>UTILITIES ADMINISTRATION FUND (521)</u></b>			
<i>Utilities</i>	<b>Restore Auditor Services Contract</b> Consistent with staff recommendation at the May 25 meeting, this action partially restores auditing contract services with Baker-Tilly.	\$ -	\$ 10,000
<i>Utilities</i>	<b>Transfer to Capital Improvement Fund</b> This action reappropriates funding for a transfer to the Capital Improvement Fund for work on the Facility Interior Finishes Replacement capital project (PF-02022). This work was unable to be completed in FY 2021, so the funding will be transferred when the work is completed in FY 2022.	\$ -	\$ 169,000
<i>Utilities</i>	<b>Information Technology Administrative Support</b> Consistent with staff recommendation at the May 25 meeting, this action increases funding by \$200,000 for Information Technology professional services support. IT professional services contracts provide flexible access to resources with specific skill sets, allowing IT to respond efficiently to a wide variety of department needs. Examples of anticipated applications are supplementary or specialized professional technical support for the onboarding of staff, return to work initiatives, and audio-visual efforts to continue to support virtual public meetings from City Hall. The cost of these services are budgeted as allocated charges in citywide departments; therefore, corresponding increases in various departments' allocated charges for internal services provided by the Information Technology Department are also recommended to offset this expense. The impact to the General Fund in FY 2022 is \$79,004; other funds \$120,996. A detailed list of impacts by department and fund can be found in Attachment A, Exhibit 4.	\$ -	\$ 75,425
<i>Utilities</i>	<b>Adjustment to Fund Balance</b> This action adjusts the fund balance to offset adjustments recommended in this report.	\$ -	\$ (254,425)
<b>UTILITIES ADMINISTRATION FUND (521) SUBTOTAL</b>		<b>\$ -</b>	<b>\$ -</b>

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>ENTERPRISE FUNDS</b>			
<b><u>ELECTRIC FUND (513 &amp; 523)</u></b>			
<i>Utilities</i>	<b>Capital Improvement Project Adjustments to Proposed</b>	\$ -	\$ 8,452,009
	This action reflects the impact from adjustments to capital projects as a result of funds recommended to be reappropriated from FY 2021 to FY 2022. All recommended changes to proposed capital projects are outlined in Attachment A, Exhibit 3.		
<i>Utilities</i>	<b>Reclass to Inspector, WGW Utilities Field Service</b>		\$ 3,340
	Consistent with staff recommendation at the May 25 meeting, this action reclassifies 5.00 positions in the Utilities Department from a Field Service Inspector to a Water Gas Wastewater (WGW) Utilities Field Service Inspector classification due to an arbitration decision in January 2021 (CMR 12156). The new classification aligns the role with the specific service area and includes a 10 percent increase effective October 2016.		
<i>Utilities</i>	<b>Restore Internal City Services for Citywide Facilities</b>	\$ 6,800	\$ -
	Consistent with Finance Committee recommendation at the May 25 meeting, this action restores internal City services associated with the proposed closure of the Baylands Interpretive Center and the neighborhood library branches (Children's, College Terrace, and Downtown), including allocated charges for custodial and utilities services essential to the maintenance and operation of these facilities.		
<i>Utilities</i>	<b>Junior Museum and Zoo (JMZ) Operating Plan</b>	\$ 100,143	\$ -
	Consistent with the Finance Committee recommendation on May 4, this action adjusts the JMZ operating plan and corresponding revenue budget by reducing ticket prices from \$18 to \$10, reducing membership prices from \$150-\$430 to \$108-\$200, increasing facility rental and class/camp revenue estimates, and refining expenses. Further detail can be found under Scenario 5 in CMR 12050. The adjusted FY 2022 JMZ cost recovery level is estimated to be 60%, which falls in the medium cost recovery policy range.		
<i>Utilities</i>	<b>Adjustment to Fund Balance</b>	\$ -	\$ (8,348,406)
	This action adjusts the fund balance to offset adjustments recommended in this report.		
<b>ELECTRIC FUND (513 &amp; 523) SUBTOTAL</b>		<b>\$ 106,943</b>	<b>\$ 106,943</b>

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>ENTERPRISE FUNDS</b>			
<b><u>GAS FUND (514 &amp; 524)</u></b>			
<i>Utilities</i>	<b>Capital Improvement Project Adjustments to Proposed</b>	\$ -	\$ (1,179,701)
	This action reflects the impact from adjustments to capital projects as a result of funds recommended to be reappropriated from FY 2021 to FY 2022. All recommended changes to proposed capital projects are outlined in Attachment A, Exhibit 3.		
<i>Utilities</i>	<b>Gas Commodity Adjustments</b>	\$ -	\$ (1,623,991)
	On May 25, 2021, the City Council approved a reduction to gas commodity costs for Carbon Neutral offsets accounted for in the financial plan. The proposed change reduces the commodity purchase costs by \$1,623,991 from \$18,031,102 to \$16,431,102.		
<i>Utilities</i>	<b>Reclass to Inspector, WGW Utilities Field Service</b>	\$ -	\$ 19,429
	Consistent with staff recommendation at the May 25 meeting, this action reclassifies 5.00 positions in the Utilities Department from a Field Service Inspector to a Water Gas Wastewater (WGW) Utilities Field Service Inspector classification due to an arbitration decision in January 2021 (CMR 12156). The new classification aligns the role with the specific service area and includes a 10 percent increase effective October 2016.		
<i>Utilities</i>	<b>Restore Internal City Services for Citywide Facilities</b>	\$ 800	\$ -
	Consistent with Finance Committee recommendation at the May 25 meeting, this action restores internal City services associated with the proposed closure of the Baylands Interpretive Center and the neighborhood library branches (Children's, College Terrace, and Downtown), including allocated charges for custodial and utilities services essential to the maintenance and operation of these facilities.		
<i>Utilities</i>	<b>Junior Museum and Zoo (JMZ) Operating Plan</b>	\$ 38,654	\$ -
	Consistent with the Finance Committee recommendation on May 4, this action adjusts the JMZ operating plan and corresponding revenue budget by reducing ticket prices from \$18 to \$10, reducing membership prices from \$150-\$430 to \$108-\$200, increasing facility rental and class/camp revenue estimates, and refining expenses. Further detail can be found under Scenario 5 in CMR 12050. The adjusted FY 2022 JMZ cost recovery level is estimated to be 60%, which falls in the medium cost recovery policy range.		
<i>Utilities</i>	<b>Adjustment to Fund Balance</b>	\$ -	\$ 2,823,717
	This action adjusts the fund balance to offset adjustments recommended in this report.		
<b>GAS FUND (514 &amp; 524) SUBTOTAL</b>		<b>\$ 39,454</b>	<b>\$ 39,454</b>



**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>ENTERPRISE FUNDS</b>			
<b><u>REFUSE FUND (525)</u></b>			
<i>Public Works</i>	<b>Information Technology Administrative Support</b>	\$ -	\$ 5,829
Consistent with staff recommendation at the May 25 meeting, this action increases funding by \$200,000 for Information Technology professional services support. IT professional services contracts provide flexible access to resources with specific skill sets, allowing IT to respond efficiently to a wide variety of department needs. Examples of anticipated applications are supplementary or specialized professional technical support for the onboarding of staff, return to work initiatives, and audio-visual efforts to continue to support virtual public meetings from City Hall. The cost of these services are budgeted as allocated charges in citywide departments; therefore, corresponding increases in various departments' allocated charges for internal services provided by the Information Technology Department are also recommended to offset this expense. The impact to the General Fund in FY 2022 is \$79,004; other funds \$120,996. A detailed list of impacts by department and fund can be found in Attachment A, Exhibit 4.			
<i>Public Works</i>	<b>Restore Internal City Services for Citywide Facilities</b>	\$ 1,400	\$ -
Consistent with Finance Committee recommendation at the May 25 meeting, this action restores internal City services associated with the proposed closure of the Baylands Interpretive Center and the neighborhood library branches (Children's, College Terrace, and Downtown), including custodial and utilities services essential to the maintenance and operation of these facilities.			
<i>Public Works</i>	<b>Junior Museum and Zoo (JMZ) Operating Plan</b>	\$ 92,416	\$ -
Consistent with the Finance Committee recommendation on May 4, this action adjusts the JMZ operating plan and corresponding revenue budget by reducing ticket prices from \$18 to \$10, reducing membership prices from \$150-\$430 to \$108-\$200, increasing facility rental and class/camp revenue estimates, and refining expenses. Further detail can be found under Scenario 5 in CMR 12050. The adjusted FY 2022 JMZ cost recovery level is estimated to be 60%, which falls in the medium cost recovery policy range.			
<i>Public Works</i>	<b>Adjustment to Fund Balance</b>	\$ -	\$ 87,987
This action adjusts the fund balance to offset adjustments recommended in this report.			
<b>REFUSE FUND (525) SUBTOTAL</b>		<b>\$ 93,816</b>	<b>\$ 93,816</b>

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>ENTERPRISE FUNDS</b>			
<b><u>STORMWATER MANAGEMENT FUND (528)</u></b>			
<i>Capital</i>	<b>Capital Improvement Project Adjustments to Proposed</b> This action reflects the impact from adjustments to capital projects as a result of funds recommended to be reappropriated from FY 2021 to FY 2022. Projects with other recommended adjustments are detailed below. All recommended changes to proposed capital projects are outlined in Attachment A, Exhibit 3.	\$ -	\$ (875,033)
<i>Capital</i>	Revenue from the State of California/Trash Capture Device Installation (SD-22002) This action recognizes revenue (\$0.6 million) from the State of California Department of Transportation (Caltrans) to reimburse the City for the design and construction of a Trash Capture Device (TCD) in the planting strip along Embarcadero Road located in front of the parking lot of Palo Alto Baylands Golf Links. This action also establishes the Trash Capture Device Installation capital project (SD-22002) in the Stormwater Management Fund to perform this work. The TCD will be integrated in a storm drain pipe to capture trash as small as five millimeters from a section of the storm drain system prior to discharging to the San Francisco Bay.	\$ 613,000	\$ 613,000
<i>Public Works</i>	<b>Information Technology Administrative Support</b> Consistent with staff recommendation at the May 25 meeting, this action increases funding by \$200,000 for Information Technology professional services support. IT professional services contracts provide flexible access to resources with specific skill sets, allowing IT to respond efficiently to a wide variety of department needs. Examples of anticipated applications are supplementary or specialized professional technical support for the onboarding of staff, return to work initiatives, and audio-visual efforts to continue to support virtual public meetings from City Hall. The cost of these services are budgeted as allocated charges in citywide departments; therefore, corresponding increases in various departments' allocated charges for internal services provided by the Information Technology Department are also recommended to offset this expense. The impact to the General Fund in FY 2022 is \$79,004; other funds \$120,996. A detailed list of impacts by department and fund can be found in Attachment A, Exhibit 4.	\$ -	\$ 4,562

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>ENTERPRISE FUNDS</b>			
<i>Public Works</i>	<b>Restore Internal City Services for Citywide Facilities</b> Consistent with Finance Committee recommendation at the May 25 meeting, this action restores internal City services associated with the proposed closure of the Baylands Interpretive Center and the neighborhood library branches (Children's, College Terrace, and Downtown), including custodial and utilities services essential to the maintenance and operation of these facilities.	\$ 500	\$ -
<i>Public Works</i>	<b>Junior Museum and Zoo (JMZ) Operating Plan</b> Consistent with the Finance Committee recommendation on May 4, this action adjusts the JMZ operating plan and corresponding revenue budget by reducing ticket prices from \$18 to \$10, reducing membership prices from \$150-\$430 to \$108-\$200, increasing facility rental and class/camp revenue estimates, and refining expenses. Further detail can be found under Scenario 5 in CMR 12050. The adjusted FY 2022 JMZ cost recovery level is estimated to be 60%, which falls in the medium cost recovery policy range.	\$ 50,755	\$ -
<i>Public Works</i>	<b>Adjustment to Fund Balance</b> This action adjusts the fund balance to offset adjustments recommended in this report.	\$ -	\$ 921,725
<b>STORMWATER MANAGEMENT FUND (528) SUBTOTAL</b>		<b>\$ 664,255</b>	<b>\$ 664,255</b>

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>ENTERPRISE FUNDS</b>			
<b><u>WASTEWATER COLLECTION FUND (527)</u></b>			
<i>Utilities</i>	<b>Capital Improvement Project Adjustments to Proposed</b>	\$ -	\$ 420,000
	This action reflects the impact from adjustments to capital projects as a result of funds recommended to be reappropriated from FY 2021 to FY 2022. All recommended changes to proposed capital projects are outlined in Attachment A, Exhibit 3.		
<i>Utilities</i>	<b>Restore Internal City Services for Citywide Facilities</b>	\$ 200	\$ -
	Consistent with Finance Committee recommendation at the May 25 meeting, this action restores internal City services associated with the proposed closure of the Baylands Interpretive Center and the neighborhood library branches (Children's, College Terrace, and Downtown), including allocated charges for custodial and utilities services essential to the maintenance and operation of these facilities.		
<i>Utilities</i>	<b>Reclass to Inspector, WGW Utilities Field Service</b>	\$ -	\$ 5,968
	Consistent with staff recommendation at the May 25 meeting, this action reclassifies 5.00 positions in the Utilities Department from a Field Service Inspector to a Water Gas Wastewater (WGW) Utilities Field Service Inspector classification due to an arbitration decision in January 2021 (CMR 12156). The new classification aligns the role with the specific service area and includes a 10 percent increase effective October 2016.		
<i>Utilities</i>	<b>Junior Museum and Zoo (JMZ) Operating Plan</b>	\$ 19,467	\$ -
	<b>Consistent with the Finance Committee recommendation on May 4,</b> this action adjusts the JMZ operating plan and corresponding revenue budget by reducing ticket prices from \$18 to \$10, reducing membership prices from \$150-\$430 to \$108-\$200, increasing facility rental and class/camp revenue estimates, and refining expenses. Further detail can be found under Scenario 5 in CMR 12050. The adjusted FY 2022 JMZ cost recovery level is estimated to be 60%, which falls in the medium cost recovery policy range.		
<i>Utilities</i>	<b>Adjustment to Fund Balance</b>	\$ -	\$ (406,300)
	This action adjusts the fund balance to offset adjustments recommended in this report.		
<b>WASTEWATER COLLECTION FUND (527) SUBTOTAL</b>		<b>\$ 19,667</b>	<b>\$ 19,667</b>

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>ENTERPRISE FUNDS</b>			
<b><u>WASTEWATER TREATMENT FUND (526)</u></b>			
<i>Public Works</i>	<b>Capital Improvement Project Adjustments to Proposed</b>	\$ 12,502,000	\$ (28,910)
	This action reflects the impact from adjustments to capital projects as a result of funds recommended to be reappropriated from FY 2021 to FY 2022. All recommended changes to proposed capital projects are outlined in Attachment A, Exhibit 3.		
<i>Public Works</i>	<b>Information Technology Administrative Support</b>	\$ -	\$ 27,608
	Consistent with staff recommendation at the May 25 meeting, this action increases funding by \$200,000 for Information Technology professional services support. IT professional services contracts provide flexible access to resources with specific skill sets, allowing IT to respond efficiently to a wide variety of department needs. Examples of anticipated applications are supplementary or specialized professional technical support for the onboarding of staff, return to work initiatives, and audio-visual efforts to continue to support virtual public meetings from City Hall. The cost of these services are budgeted as allocated charges in citywide departments; therefore, corresponding increases in various departments' allocated charges for internal services provided by the Information Technology Department are also recommended to offset this expense. The impact to the General Fund in FY 2022 is \$79,004; other funds \$120,996. A detailed list of impacts by department and fund can be found in Attachment A, Exhibit 4.		
<i>Public Works</i>	<b>Adjustment to Fund Balance</b>	\$ -	\$ 12,503,302
	This action adjusts the fund balance to offset adjustments recommended in this report.		
<b>WASTEWATER TREATMENT FUND (526) SUBTOTAL</b>		<b>\$ 12,502,000</b>	<b>\$ 12,502,000</b>

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>ENTERPRISE FUNDS</b>			
<b><u>WATER FUND (522)</u></b>			
<i>Utilities</i>	<b>Capital Improvement Project Adjustments to Proposed</b>	\$ -	\$ 555,830
	This action reflects the impact from adjustments to capital projects as a result of funds recommended to be reappropriated from FY 2021 to FY 2022. All recommended changes to proposed capital projects are outlined in Attachment A, Exhibit 3.		
<i>Utilities</i>	<b>Junior Museum and Zoo (JMZ) Operating Plan</b>	\$ 373,565	\$ -
	Consistent with the Finance Committee recommendation on May 4, this action adjusts the JMZ operating plan and corresponding revenue budget by reducing ticket prices from \$18 to \$10, reducing membership prices from \$150-\$430 to \$108-\$200, increasing facility rental and class/camp revenue estimates, and refining expenses. Further detail can be found under Scenario 5 in CMR 12050. The adjusted FY 2022 JMZ cost recovery level is estimated to be 60%, which falls in the medium cost recovery policy range.		
<i>Utilities</i>	<b>Restore Internal City Services for Citywide Facilities</b>	\$ 3,600	\$ -
	Consistent with Finance Committee recommendation at the May 25 meeting, this action restores internal City services associated with the proposed closure of the Baylands Interpretive Center and the neighborhood library branches (Children's, College Terrace, and Downtown), including allocated charges for custodial and utilities services essential to the maintenance and operation of these facilities.		
<i>Utilities</i>	<b>Reclass to Inspector, WGW Utilities Field Service</b>	\$ -	\$ 13,554
	Consistent with staff recommendation at the May 25 meeting, this action reclassifies 5.00 positions in the Utilities Department from a Field Service Inspector to a Water Gas Wastewater (WGW) Utilities Field Service Inspector classification due to an arbitration decision in January 2021 (CMR 12156). The new classification aligns the role with the specific service area and includes a 10 percent increase effective October 2016.		
<i>Utilities</i>	<b>Adjustment to Fund Balance</b>	\$ -	\$ (192,219)
	This action adjusts the fund balance to offset adjustments recommended in this report.		
<b>WATER FUND (522) SUBTOTAL</b>		<b>\$ 377,165</b>	<b>\$ 377,165</b>

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>INTERNAL SERVICE FUNDS</b>			
<b><u>TECHNOLOGY FUND (682)</u></b>			
<i>Capital</i>	<b>Capital Improvement Project Reappropriations</b>	\$ -	\$ (180,407)
	This action reflects the impact from adjustments to capital projects as a result of funds recommended to be reappropriated from FY 2021 to FY 2022. All recommended changes to proposed capital projects are outlined in Attachment A, Exhibit 3.		
<i>Information Technology</i>	<b>Information Technology Administrative Support</b>	\$ 200,000	\$ 200,000
	Consistent with staff recommendation at the May 25 meeting, this action increases funding by \$200,000 for Information Technology professional services support. IT professional services contracts provide flexible access to resources with specific skill sets, allowing IT to respond efficiently to a wide variety of department needs. Examples of anticipated applications are supplementary or specialized professional technical support for the onboarding of staff, return to work initiatives, and audio-visual efforts to continue to support virtual public meetings from City Hall. The cost of these services are budgeted as allocated charges in citywide departments; therefore, corresponding increases in various departments' allocated charges for internal services provided by the Information Technology Department are also recommended to offset this expense. The impact to the General Fund in FY 2022 is \$79,004; other funds \$120,996. A detailed list of impacts by department and fund can be found in Attachment A, Exhibit 4.		
<i>Fund Balance</i>	<b>Adjustment to Fund Balance</b>	\$ -	\$ 180,407
	This action adjusts the fund balance to offset adjustments recommended in this report.		
<b>TECHNOLOGY FUND (682) SUBTOTAL</b>		<b>\$ 200,000</b>	<b>\$ 200,000</b>

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>INTERNAL SERVICE FUNDS</b>			
<b><u>VEHICLE REPLACEMENT FUND (681)</u></b>			
<i>Capital</i>	<b>Capital Improvement Project Reappropriations</b>	\$ -	\$ 22,870
	This action reflects the impact from adjustments to capital projects as a result of funds recommended to be reappropriated from FY 2021 to FY 2022. All recommended changes to proposed capital projects are outlined in Attachment A, Exhibit 3.		
<i>Public Works</i>	<b>Information Technology Administrative Support</b>	\$ -	\$ 5,935
	Consistent with staff recommendation at the May 25 meeting, this action increases funding by \$200,000 for Information Technology professional services support. IT professional services contracts provide flexible access to resources with specific skill sets, allowing IT to respond efficiently to a wide variety of department needs. Examples of anticipated applications are supplementary or specialized professional technical support for the onboarding of staff, return to work initiatives, and audio-visual efforts to continue to support virtual public meetings from City Hall. The cost of these services are budgeted as allocated charges in citywide departments; therefore, corresponding increases in various departments' allocated charges for internal services provided by the Information Technology Department are also recommended to offset this expense. The impact to the General Fund in FY 2022 is \$79,004; other funds \$120,996. A detailed list of impacts by department and fund can be found in Attachment A, Exhibit 4.		
<i>Fund Balance</i>	<b>Adjustment to Fund Balance</b>	\$ -	\$ (28,805)
	This action adjusts the fund balance to offset adjustments recommended in this report.		
<b>VEHICLE REPLACEMENT FUND (681) SUBTOTAL</b>		<b>\$ -</b>	<b>\$ -</b>



**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>INTERNAL SERVICE FUNDS</b>			
<b><u>PRINTING &amp; MAILING FUND (683)</u></b>			
<i>Public Works</i>	<b>Information Technology Administrative Support</b>	\$ -	\$ 712
	<p>Consistent with staff recommendation at the May 25 meeting, this action increases funding by \$200,000 for Information Technology professional services support. IT professional services contracts provide flexible access to resources with specific skill sets, allowing IT to respond efficiently to a wide variety of department needs. Examples of anticipated applications are supplementary or specialized professional technical support for the onboarding of staff, return to work initiatives, and audio-visual efforts to continue to support virtual public meetings from City Hall. The cost of these services are budgeted as allocated charges in citywide departments; therefore, corresponding increases in various departments' allocated charges for internal services provided by the Information Technology Department are also recommended to offset this expense. The impact to the General Fund in FY 2022 is \$79,004; other funds \$120,996. A detailed list of impacts by department and fund can be found in Attachment A, Exhibit 4.</p>		
<i>Fund Balance</i>	<b>Adjustment to Fund Balance</b>	\$ -	\$ (712)
	This action adjusts the fund balance to offset adjustments recommended in this report.		
<b>PRINTING &amp; MAILING FUND (683) SUBTOTAL</b>		<b>\$ -</b>	<b>\$ -</b>

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>SPECIAL REVENUE FUNDS</b>			
<b><u>PARKS IMPACT FEE FUND (210)</u></b>			
<i>Community Services</i>	<b>Transfer to the Capital Improvement Fund</b> This action reappropriates funding for a transfer to the Capital Improvement Fund for work on the Park Restroom Installation Project (PG-19000). This work was unable to be completed in FY 2021, so the funding will be transferred when the work is completed in FY 2022.	\$ -	\$ 6,561
<i>Fund Balance</i>	<b>Ending Fund Balance</b> This action adjusts the fund balance to offset the actions recommended in this report.		\$ (6,561)
<b>PARKS IMPACT FEE FUND (210) SUBTOTAL</b>		<b>\$ -</b>	<b>\$ -</b>
<b><u>GAS TAX FUND (231)</u></b>			
<i>Non-Departmental</i>	<b>State Gas Tax Funding Adjustment/Transfer to the Capital Improvement Fund</b> The City received an updated Gas Tax revenue estimate for FY 2022 that is \$132,214 lower than the state projection used in the FY 2022 Proposed Budget. This revenue is generated by state collections of fuel taxes and vehicle registration fees and distributed to local jurisdictions to fund road rehabilitation and maintenance work on local streets and roads. This type of work is budgeted in the ongoing Streets Maintenance Capital Project (PE-86070) in the Capital Improvement Fund. Staff recommends a reduction of \$132,214 in Gas Tax Revenue in the Gas Tax Fund offset by a \$132,214 reduction in funding for the Streets Maintenance Capital Project (PE-86070) in the Capital Improvement Fund.	\$ (132,214)	\$ (132,214)
<b>GAS TAX FUND (231) SUBTOTAL</b>		<b>\$ (132,214)</b>	<b>\$ (132,214)</b>

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>SPECIAL REVENUE FUNDS</b>			
<b><u>COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND (232)</u></b>			
<i>Planning &amp; Development Services</i>	<b>FY 2021-22 CDBG Grant Funding/Program Allocation</b>	\$ 7,795	\$ 7,795
	Consistent with the staff recommendation at the May 25 meeting, this net-neutral action aligns the FY 2022 CDBG allocation with revised estimates from the department of Housing and Urban Development (HUD). On May 4, 2021, the City Council approved the FY 2021-22 CDBG annual action plan (CMR 12014). On May 13, 2021, HUD informed the City that they discovered an error in the formula calculations for the CDBG program and revised Palo Alto's annual allocation from \$528,961 to \$536,756, an increase of \$7,795. This funding is recommended to be allocated to the Rebuilding Together Peninsula Safe at Home project, which focuses on critical health and safety related home repair needs for low-income Palo Alto homeowners.		
<b>COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND (232) SUBTOTAL</b>		<b>\$ 7,795</b>	<b>\$ 7,795</b>
<b><u>UNIVERSITY AVENUE PARKING PERMITS FUND (236)</u></b>			
<i>Office of Transportation</i>	<b>Transportation Management Authority (TMA)</b>	\$ -	\$ (200,000)
	Consistent with City Council recommendation at the May 17 meeting, this one-time action reduces the funding to the TMA to \$150,000 in FY 2022. The decrease in funding may impact the level of support the TMA can provide to low-income workers and may reduce the number of workers the TMA programs could serve.		
<i>Office of Transportation</i>	<b>Transfer to Capital Improvement Fund</b>	\$ -	\$ 72,400
	This action reappropriates funding for a transfer to the Capital Improvement Fund for work on the University Avenue Parking Improvements capital project (PF-14003). This work was unable to be completed in FY 2021, so the funding will be transferred when the work is completed in FY 2022.		
<i>Fund Balance</i>	<b>Ending Fund Balance</b>		\$ 127,600
	This action adjusts the fund balance to offset the actions recommended in this report.		
<b>UNIVERSITY AVENUE PARKING PERMITS FUND (236) SUBTOTAL</b>		<b>\$ -</b>	<b>\$ -</b>

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED BUDGET**

Department		Revenues Adjustment	Expenses Adjustment
<b>SPECIAL REVENUE FUNDS</b>			
<b><u>STANFORD UNIVERSITY MEDICAL CENTER (SUMC) FUND (260)</u></b>			
Non- Departmental	<b>Transfer to the General Fund/HSRAP Funding</b> Consistent with the Finance Committee recommendation approved on May 25, 2021 this one-time action increases the transfer to the General Fund from the Stanford University Medical Center (SUMC) Fund to provide additional funding for Human Service Resource Allocation Process (HSRAP). The total increase in funding to HSRAP in FY 2022 is \$200,000; \$50,000 from the SUMC Fund and \$150,000 from the General Fund.	\$ -	\$ 50,000
Non- Departmental	<b>Transfer to the Capital Improvement Fund for the Charleston Arastradero Corridor Project, Phase 4</b> Consistent with the Finance Committee recommendation on May 11 and City Council direction on May 17, this action increases the transfer from the SUMC Fund (Community Health and Safety) by \$1.2 million in FY 2022 to support Phase Three of the Charleston Arastradero capital Project (PE-13011). Additional funding will come from the Bicycle and Pedestrian Plan (PL-04010) capital improvement project (\$1.5 million) and from various street maintenance projects (\$300,000).	\$ -	\$ 1,200,000
Non- Departmental	<b>Transfer to the Capital Improvement Fund for the Bicycle and Pedestrian Transportation Plan</b> Consistent with the Finance Committee recommendation on May 11 and City Council direction on May 17, this action decreases the transfer from the SUMC Fund (Climate Change and Sustainable Communities) by \$2.0 million in FY 2022 for the Bicycle and Pedestrian Plan capital Project (PL-04010). Due to staff constraints, work will be done to complete Phase Three of the Charleston Arastradero capital Project (PE-13011) in FY 2022, so work on PL-04010 will be programmed in FY 2023, along with the transfer from the SUMC Fund.	\$ -	\$ (1,986,696)
Fund Balance	<b>Ending Fund Balance</b> This action adjusts the fund balance to offset the actions recommended in this report.		\$ 736,696
<b>STANFORD UNIVERSITY MEDICAL CENTER (SUMC) FUND (260) SUBTOTAL</b>		<b>\$ -</b>	<b>\$ -</b>

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED CAPITAL IMPROVEMENT PROGRAM**

Project Title	Project Number	FY 2022 Funding: Proposed Capital Budget Document	FY 2022 Funding Adjustment	FY 2022 Revised Funding
<b>CAPITAL IMPROVEMENT FUND</b>				
Americans With Disabilities Act Compliance	PF-93009	\$ 832,326	\$ (64,550)	\$ 767,776
Animal Shelter Renovation	PE-19002	\$ -	\$ 1,196,195	\$ 1,196,195
Baylands Boardwalk Improvements	PE-14018	\$ -	\$ 8,630	\$ 8,630
Bicycle and Pedestrian Transportation Plan Implementation	PL-04010	\$ 1,858,633	\$ (1,327,991)	\$ 530,642
Boulevard Park Improvements (merged with Birch Street Project PE-19003)	PE-17005	\$ 3,865,693	\$ (65,050)	\$ 3,800,643
Building Systems Improvements	PF-01003	\$ 467,054	\$ 558,037	\$ 1,025,091
California Avenue District Gateway Signs	PE-17004	\$ -	\$ 141,238	\$ 141,238
Cameron Park Improvements	PG-14002	\$ -	\$ 160,000	\$ 160,000
Capital Improvement Fund Administration	AS-10000	\$ 1,439,507	\$ (400,000)	\$ 1,039,507
Charleston/Arastradero Corridor Project	PE-13011	\$ 4,600,000	\$ 3,400,000	\$ 8,000,000
City Bridge Improvements	PE-20001	\$ 143,400	\$ 5,630	\$ 149,030
Civic Center Electrical Upgrade & EV Charger Installation	PE-17010	\$ 432,259	\$ 82,452	\$ 514,711
Civic Center Waterproofing Study and Repairs	PE-15020	\$ -	\$ 561,856	\$ 561,856
Facility Interior Finishes Replacement	PF-02022	\$ 472,100	\$ 228,000	\$ 700,100
Fire Station 4 Replacement	PE-18004	\$ 949,999	\$ (100,000)	\$ 849,999
Foothills Park Boronda Lake Dock Replacement	OS-18000	\$ -	\$ 210,000	\$ 210,000
Magical Bridge Playground Rubber and Synthetic Turf Resurfacing	PE-21003	\$ 487,550	\$ 367,750	\$ 855,300
Municipal Service Center A, B, & C Roof Replacement	PF-17000	\$ -	\$ 168,533	\$ 168,533
Municipal Service Center Lighting, Mechanical, and Electrical Improvements	PF-16006	\$ 6,382,994	\$ 115,632	\$ 6,498,626
New California Avenue Area Parking Garage	PE-18000	\$ -	\$ 1,010,336	\$ 1,010,336
New Downtown Parking Garage	PE-15007	\$ -	\$ 10,600	\$ 10,600
New Public Safety Building	PE-15001	\$ 3,400,000	\$ 5,636,041	\$ 9,036,041
Newell Road/San Francisquito Creek Bridge Replacement	PE-12011	\$ 136,100	\$ 320,088	\$ 456,188
Performing Arts Venues Seat Replacement	AC-18000	\$ 381,200	\$ (10,000)	\$ 371,200
Ramos Park Improvements	PG-14000	\$ -	\$ 137,000	\$ 137,000
Roofing Replacement	PF-00006	\$ 692,800	\$ 20,494	\$ 713,294
Safe Routes To School	PL-00026	\$ 931,128	\$ 210,000	\$ 1,141,128
Street Maintenance	PE-86070	\$ 2,936,900	\$ (132,214)	\$ 2,804,686
Transportation and Parking Improvements	PL-12000	\$ 510,400	\$ 75,000	\$ 585,400
University Avenue Parking Improvements	PF-14003	\$ 125,200	\$ 72,400	\$ 197,600
Water, Gas, Wastewater Office Remodel	PE-19001	\$ 777,904	\$ (99,781)	\$ 678,123
<b>TOTAL CAPITAL IMPROVEMENT FUND PROJECT ADJUSTMENTS</b>		<b>\$ 31,823,147</b>	<b>\$ 12,496,326</b>	<b>\$ 44,319,473</b>
<b>CUBBERLEY INFRASTRUCTURE FUND</b>				
Cubberley Field Restroom	CB-17002	\$ 334,787	\$ (16,063)	\$ 318,724
Cubberley Repairs	CB-17001	\$ 206,600	\$ 136,747	\$ 343,347
Cubberley Roof Replacements	CB-16002	\$ 686,500	\$ 436,520	\$ 1,123,020
<b>TOTAL CUBBERLEY INFRASTRUCTURE FUND PROJECT ADJUSTMENTS</b>		<b>\$ 1,227,887</b>	<b>\$ 557,204</b>	<b>\$ 1,785,091</b>
<b>AIRPORT FUND</b>				
Airport Apron Reconstruction	AP-16000	\$ 50,800	\$ 441,940	\$ 492,740
Airport Facilities Electrical Improvements	AP-20000	\$ -	\$ 75,795	\$ 75,795
<b>TOTAL AIRPORT FUND PROJECT ADJUSTMENTS</b>		<b>\$ 50,800</b>	<b>\$ 517,735</b>	<b>\$ 568,535</b>
<b>ELECTRIC FUND</b>				
115 kV Electric Intertie	EL-06001	\$ 127,481	\$ 51,000	\$ 178,481

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED CAPITAL IMPROVEMENT PROGRAM**

Project Title	Project Number	FY 2022 Funding: Proposed Capital Budget Document	FY 2022 Funding Adjustment	FY 2022 Revised Funding
Capacitor Bank Installation	EL-16002	\$ 400,000	\$ 145,616	\$ 545,616
Colorado Power Station Equipment Upgrades	EL-19001	\$ 200,000	\$ 640,003	\$ 840,003
Colorado Substation Site Improvements	EL-19002	\$ 150,000	\$ 588,570	\$ 738,570
Electric Utility Geographic Information System	EL-02011	\$ 270,000	\$ 222,100	\$ 492,100
Facility Relocation for Caltrain Modernization Project	EL-17007	\$ -	\$ 556,286	\$ 556,286
Foothills Rebuild (Fire Mitigation)	EL-21001	\$ 2,000,000	\$ 1,878,351	\$ 3,878,351
Inter-substation Line Protection Relay	EL-17005	\$ 150,000	\$ 281,483	\$ 431,483
Rebuild Underground District 15	EL-11003	\$ 1,225,000	\$ 25,000	\$ 1,250,000
Rebuild Underground District 16	EL-13003	\$ 350,000	\$ 7,995	\$ 357,995
Rebuild Underground District 24	EL-10006	\$ -	\$ 526,294	\$ 526,294
Rebuild Underground District 26	EL-16000	\$ 255,000	\$ 26,890	\$ 281,890
Reconfigure Quarry Feeders	EL-14005	\$ 150,000	\$ 10,306	\$ 160,306
SCADA System Upgrades	EL-02010	\$ 400,000	\$ 5,675	\$ 405,675
Substation 60kV Breaker Replacement	EL-17002	\$ 900,000	\$ 608,066	\$ 1,508,066
Substation Physical Security	EL-16003	\$ 300,000	\$ 1,153,447	\$ 1,453,447
Underground District 46 - Charleston/El Camino Real	EL-12001	\$ -	\$ 235,000	\$ 235,000
Wood Pole Replacement	EL-19004	\$ 250,000	\$ 1,489,927	\$ 1,739,927
<b>TOTAL ELECTRIC FUND PROJECT ADJUSTMENTS</b>		<b>\$ 7,127,481</b>	<b>\$ 8,452,009</b>	<b>\$ 15,579,490</b>
<b>GAS FUND</b>				
Gas Main Replacement - Project 23	GS-13001	\$ 1,140,697	\$ (679,701)	\$ 460,996
Gas Meters and Regulators	GS-80019	\$ 1,000,000	\$ (500,000)	\$ 500,000
<b>TOTAL GAS FUND PROJECT ADJUSTMENTS</b>		<b>\$ 2,140,697</b>	<b>\$ (1,179,701)</b>	<b>\$ 960,996</b>
<b>STORMWATER MANAGEMENT FUND</b>				
Corporation Way System Upgrades and Pump Station	SD-21000	\$ 3,354,594	\$ (12,135)	\$ 3,342,459
Storm Drainage System Replacement And Rehabilitation	SD-06101	\$ 1,881,757	\$ (868,694)	\$ 1,013,063
Trash Capture Device Installation	SD-22002	\$ -	\$ 613,000	\$ 613,000
West Bayshore Road Trunk Line Improvements	SD-23000	\$ -	\$ 5,796	\$ 5,796
<b>TOTAL STORMWATER MANAGEMENT FUND PROJECT ADJUSTMENTS</b>		<b>\$ 5,236,351</b>	<b>\$ (262,033)</b>	<b>\$ 4,974,318</b>
<b>TECHNOLOGY FUND</b>				
Development Center Blueprint Technology Enhancements	TE-12001	\$ 223,641	\$ 68,587	\$ 292,228
Public Safety Records Management System (RMS) Replacement	TE-21000	\$ 649,181	\$ (309,781)	\$ 339,400
Radio Infrastructure Replacement	TE-05000	\$ 199,137	\$ 60,787	\$ 259,924
<b>TOTAL TECHNOLOGY FUND PROJECT ADJUSTMENTS</b>		<b>\$ 1,071,959</b>	<b>\$ (180,407)</b>	<b>\$ 891,552</b>
<b>VEHICLE REPLACEMENT FUND</b>				
Scheduled Vehicle and Equipment Replacement - Fiscal Year 2020	VR-20000	\$ 1,523,803	\$ (10,167)	\$ 1,513,636
Scheduled Vehicle and Equipment Replacement - Fiscal Year 2021	VR-21000	\$ 660,165	\$ 33,037	\$ 693,202
<b>TOTAL VEHICLE REPLACEMENT FUND PROJECT ADJUSTMENTS</b>		<b>\$ 2,183,968</b>	<b>\$ 22,870</b>	<b>\$ 2,206,838</b>
<b>WASTEWATER COLLECTION FUND</b>				
Wastewater Collection System Rehabilitation/Augmentation Project 29	WC-16001	\$ -	\$ 350,000	\$ 350,000
Wastewater General Equipment and Tools	WC-13002	\$ 50,000	\$ 70,000	\$ 120,000

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 PROPOSED CAPITAL IMPROVEMENT PROGRAM**

Project Title	Project Number	FY 2022 Funding: Proposed Capital Budget Document	FY 2022 Funding Adjustment	FY 2022 Revised Funding
TOTAL WASTEWATER COLLECTION FUND PROJECT ADJUSTMENTS		\$ 50,000	\$ 420,000	\$ 470,000
<b>WASTEWATER TREATMENT FUND</b>				
New Laboratory And Environmental Services Building	WQ-14002	\$ 2,642,234	\$ (7,362)	\$ <b>2,634,872</b>
Plant Repair, Retrofit, and Equipment Replacement	WQ-19002	\$ 8,791,959	\$ (21,548)	\$ <b>8,770,411</b>
TOTAL WASTEWATER TREATMENT FUND PROJECT ADJUSTMENTS		\$ 11,434,193	\$ (28,910)	\$ 11,405,283
<b>WATER FUND</b>				
Water Main Replacement - Project 28	WS-14001	\$ 11,000,000	\$ (90,000)	\$ <b>10,910,000</b>
Water Regulation Station Improvements	WS-07000	\$ -	\$ 645,830	\$ <b>645,830</b>
TOTAL WATER FUND PROJECT ADJUSTMENTS		\$ 11,000,000	\$ 555,830	\$ 11,555,830
<b>TOTAL ADJUSTMENTS ACROSS ALL FUNDS</b>				
		\$ 73,346,483	\$ 21,370,923	\$ 94,717,406

**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 BUDGET**

Fund	Department/ Fund	Title	Revenue	Expense	Comments
<b>GENERAL FUND</b>					
General Fund	Administrative Services	Information Technology Adjustment	\$ -	\$ 3,865	Adjustment to allocated charges for technology services to align with service restorations in FY 2022.
General Fund	City Attorney	Information Technology Adjustment	\$ -	\$ 1,611	Adjustment to allocated charges for technology services to align with service restorations in FY 2022.
General Fund	City Auditor	Information Technology Adjustment	\$ -	\$ 383	Adjustment to allocated charges for technology services to align with service restorations in FY 2022.
General Fund	City Clerk	Information Technology Adjustment	\$ -	\$ 576	Adjustment to allocated charges for technology services to align with service restorations in FY 2022.
General Fund	City Council	Information Technology Adjustment	\$ -	\$ 194	Adjustment to allocated charges for technology services to align with service restorations in FY 2022.
General Fund	City Manager	Information Technology Adjustment	\$ -	\$ 1,461	Adjustment to allocated charges for technology services to align with service restorations in FY 2022.
General Fund	Community Services	Information Technology Adjustment	\$ -	\$ 13,108	Adjustment to allocated charges for technology services to align with service restorations in FY 2022.
General Fund	Fire	Information Technology Adjustment	\$ -	\$ 15,532	Adjustment to allocated charges for technology services to align with service restorations in FY 2022.
General Fund	Human Resources	Information Technology Adjustment	\$ -	\$ 1,662	Adjustment to allocated charges for technology services to align with service restorations in FY 2022.
General Fund	Library	Information Technology Adjustment	\$ -	\$ 3,892	Adjustment to allocated charges for technology services to align with service restorations in FY 2022.
General Fund	Office of Emergency Services	Information Technology Adjustment	\$ -	\$ 627	Adjustment to allocated charges for technology services to align with service restorations in FY 2022.
General Fund	Office of Transportation	Information Technology Adjustment	\$ -	\$ 880	Adjustment to allocated charges for technology services to align with service restorations in FY 2022.
General Fund	Planning and Development Services	Information Technology Adjustment	\$ -	\$ 8,035	Adjustment to allocated charges for technology services to align with service restorations in FY 2022.
General Fund	Police	Information Technology Adjustment	\$ -	\$ 18,660	Adjustment to allocated charges for technology services to align with service restorations in FY 2022.
General Fund	Public Works	Information Technology Adjustment	\$ -	\$ 8,517	Adjustment to allocated charges for technology services to align with service restorations in FY 2022.
<b>GENERAL FUND SUBTOTAL</b>			\$ -	\$ 79,004	
<b>ENTERPRISE FUNDS</b>					
Airport Enterprise Fund	530	Information Technology Adjustment	\$ -	\$ 924	Adjustment to allocated charges for technology services to align with service restorations in FY 2022.
Refuse Fund	525	Information Technology Adjustment	\$ -	\$ 5,829	Adjustment to allocated charges for technology services to align with service restorations in FY 2022.



**CITY OF PALO ALTO**  
**RECOMMENDED AMENDMENTS TO THE CITY MANAGER'S FY 2022 BUDGET**

Fund	Department/ Fund	Title	Revenue	Expense	Comments
<i>Stormwater Management Fund</i>	528	Information Technology Adjustment	\$ -	\$ 4,562	Adjustment to allocated charges for technology services to align with service restorations in FY 2022.
<i>Utilities Administration Fund</i>	521	Information Technology Adjustment	\$ -	\$ 75,425	Adjustment to allocated charges for technology services to align with service restorations in FY 2022.
<i>Wastewater Treatment Fund</i>	526	Information Technology Adjustment	\$ -	\$ 27,608	Adjustment to allocated charges for technology services to align with service restorations in FY 2022.
<b>ENTERPRISE FUNDS SUBTOTAL</b>			<b>\$ -</b>	<b>\$ 114,349</b>	
<b>INTERNAL SERVICE FUNDS</b>					
<i>Printing &amp; Mailing Services Fund</i>	683	Information Technology Adjustment	\$ -	\$ 712	Adjustment to allocated charges for technology services to align with service restorations in FY 2022.
<i>Vehicle Replacement &amp; Maintenance Fund</i>	681	Information Technology Adjustment	\$ -	\$ 5,935	Adjustment to allocated charges for technology services to align with service restorations in FY 2022.
<b>INTERNAL SERVICE FUNDS SUBTOTAL</b>			<b>\$ -</b>	<b>\$ 6,647</b>	
<b>TOTAL ADJUSTMENT</b>			<b>\$ -</b>	<b>\$ 200,000</b>	

# TABLE OF ORGANIZATION

## Table of Organization

	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Adopted Budget <sup>a</sup>	FY 2022 Proposed Budget	FY 2022 Change FTE	FY 2022 Change %
<b>General Fund</b>						
<b>Administrative Services</b>						
Account Specialist	4.63	4.63	3.13	4.13	1.00	31.9%
Account Specialist (Freeze)	—	—	1.50	—	(1.50)	(100.0)%
Account Specialist-Lead	3.45	3.45	3.45	3.45	—	—%
Accountant	3.00	3.00	3.00	2.00	(1.00)	(33.3)%
Administrative Assistant	1.00	1.00	1.00	1.00	—	—%
Administrative Associate II	1.00	1.00	0.50	0.50	—	—%
Administrative Associate II (Freeze)	—	—	0.50	—	(0.50)	(100.0)%
Administrative Associate III	1.00	1.00	1.00	1.00	—	—%
Assistant Director Administrative Services	1.65	1.65	1.65	1.65	—	—%
Buyer	1.00	1.00	1.00	2.00	1.00	100.0%
Chief Procurement Officer	1.00	1.00	1.00	1.00	—	—%
Contracts Administrator	2.70	2.70	2.30	1.70	(0.60)	(26.0)%
Contracts Administrator (Freeze)	—	—	0.40	—	(0.40)	(100.0)%
Director Administrative Services/CFO	0.80	0.80	0.80	0.80	—	—%
Director Office of Management and Budget	1.00	1.00	—	1.00	1.00	—%
Director Office of Management and Budget (Freeze)	—	—	1.00	—	(1.00)	(100.0)%
Management Analyst	1.00	2.00	2.00	2.00	—	—%
Manager Budget	2.00	2.00	2.00	2.00	—	—%
Manager Real Property	1.00	1.00	1.00	1.00	—	—%
Manager Revenue Collections	0.62	0.62	0.62	0.62	—	—%
Manager Treasury, Debt & Investments	0.60	0.60	0.60	0.60	—	—%
Manager, Finance	1.00	1.00	1.00	1.00	—	—%
Payroll Analyst	2.00	2.00	2.00	2.00	—	—%
Performance Auditor II (Freeze)	—	—	1.00	—	(1.00)	(100.0)%
Senior Accountant	3.00	3.00	3.00	3.00	—	—%
Senior Buyer	1.00	1.00	1.00	1.00	—	—%

# TABLE OF ORGANIZATION

## Table of Organization

	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Adopted Budget <sup>a</sup>	FY 2022 Proposed Budget	FY 2022 Change FTE	FY 2022 Change %
Senior Management Analyst	2.30	2.30	2.30	2.30	—	—%
Storekeeper	1.00	1.00	1.00	1.00	—	—%
Storekeeper-Lead	0.20	0.20	0.20	0.20	—	—%
Warehouse Supervisor	0.20	0.20	0.20	0.20	—	—%
<b>Total Administrative Services</b>	<b>38.15</b>	<b>39.15</b>	<b>40.15</b>	<b>37.15</b>	<b>(3.00)</b>	<b>(7.5)%</b>
<b>City Attorney</b>						
Assistant City Attorney	3.00	3.00	3.00	3.00	—	—%
Chief Assistant City Attorney	1.00	1.00	1.00	1.00	—	—%
City Attorney	1.00	1.00	1.00	1.00	—	—%
Claims Investigator	1.00	1.00	1.00	1.00	—	—%
Deputy City Attorney	1.00	1.00	1.00	1.00	—	—%
Legal Fellow	1.00	1.00	0.50	1.00	0.50	100.0%
Legal Fellow (Freeze)	—	—	0.50	—	(0.50)	(100.0)%
Secretary to City Attorney	1.00	1.00	1.00	1.00	—	—%
Senior Management Analyst	1.00	1.00	1.00	1.00	—	—%
<b>Total City Attorney</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>—</b>	<b>—%</b>
<b>City Auditor</b>						
City Auditor	1.00	1.00	1.00	—	(1.00)	(100.0)%
Performance Auditor I	1.00	—	—	—	—	—%
Performance Auditor II	1.00	2.00	—	—	—	—%
Senior Performance Auditor	1.00	1.00	2.00	—	(2.00)	(100.0)%
<b>Total City Auditor</b>	<b>4.00</b>	<b>4.00</b>	<b>3.00</b>	<b>—</b>	<b>(3.00)</b>	<b>(100.0)%</b>
<b>City Clerk</b>						
Administrative Associate III	2.00	2.00	2.00	2.00	—	—%
Assistant City Clerk	1.00	1.00	1.00	1.00	—	—%
City Clerk	1.00	1.00	1.00	1.00	—	—%
Deputy City Clerk	1.00	1.00	1.00	1.00	—	—%
<b>Total City Clerk</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>—</b>	<b>—%</b>
<b>City Manager</b>						
Administrative Assistant	1.00	2.00	2.00	2.00	—	—%
Administrative Associate III	1.00	—	—	—	—	—%
Assistant City Manager	—	1.00	1.00	1.00	—	—%
Assistant City Manager/Utilities General Manager	0.25	—	—	—	—	—%

## TABLE OF ORGANIZATION

## Table of Organization

	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Adopted Budget <sup>a</sup>	FY 2022 Proposed Budget	FY 2022 Change FTE	FY 2022 Change %
Assistant to the City Manager	2.00	2.00	1.00	1.00	—	—%
Assistant to the City Manager (Freeze)	—	—	1.00	—	(1.00)	(100.0)%
Chief Communications Officer	1.00	1.00	1.00	1.00	—	—%
Chief Sustainability Officer	1.00	—	—	—	—	—%
City Manager	1.00	1.00	1.00	1.00	—	—%
Deputy City Manager	2.00	1.00	1.00	1.00	—	—%
Executive Assistant to the City Manager	1.00	1.00	1.00	1.00	—	—%
Management Analyst	0.75	0.75	—	—	—	—%
Manager Communications	1.00	1.00	1.00	1.00	—	—%
<b>Total City Manager</b>	<b>12.00</b>	<b>10.75</b>	<b>10.00</b>	<b>9.00</b>	<b>(1.00)</b>	<b>(10.0)%</b>
<b>Community Services</b>						
Administrative Assistant	1.00	1.00	1.00	1.00	—	—%
Administrative Associate III	1.00	1.00	—	—	—	—%
Administrative Associate III (Freeze)	—	—	1.00	—	(1.00)	(100.0)%
Assistant Director Community Services	2.00	2.00	1.00	1.00	—	—%
Assistant Director Community Services (Freeze)	—	—	1.00	—	(1.00)	(100.0)%
Building Serviceperson	1.25	1.25	1.00	1.00	—	—%
Building Serviceperson-Lead	0.60	0.60	0.60	0.60	—	—%
Coordinator Recreation Programs	3.00	4.00	4.00	4.00	—	—%
Director Community Services	1.00	1.00	1.00	1.00	—	—%
Division Manager Open Space, Parks and Golf	1.00	1.00	—	—	—	—%
Heavy Equipment Operator	0.07	0.07	0.07	—	(0.07)	(100.0)%
Inspector, Field Services	2.00	2.00	2.00	2.00	—	—%
Junior Museum & Zoo Educator	3.60	3.60	3.25	3.25	—	—%
Junior Museum & Zoo Educator (Freeze)	—	—	0.35	—	((0.35)	(100.0)%
Management Analyst	1.00	1.00	1.00	1.00	—	—%
Management Assistant	1.00	1.00	1.00	1.00	—	—%
Manager Community Services	5.00	5.00	4.00	5.00	1.00	25.0%
Manager Community Services (Freeze)	—	—	1.00	—	(1.00)	(100.0)%
Manager Community Services Senior Program	4.00	4.00	4.00	4.00	—	—%
Manager Human Services	1.00	1.00	1.00	1.00	—	—%
Park Maintenance Person	6.00	6.00	6.00	6.00	—	—%
Park Maintenance-Lead	1.00	1.00	1.00	1.00	—	—%
Park Ranger	5.00	5.00	5.00	5.00	—	—%

# TABLE OF ORGANIZATION

## Table of Organization

	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Adopted Budget <sup>a</sup>	FY 2022 Proposed Budget	FY 2022 Change FTE	FY 2022 Change %
Parks/Golf Crew-Lead	2.00	2.00	2.00	2.00	—	—%
Producer Arts/Science Program	11.00	11.00	10.25	11.00	0.75	(12.0)%
Producer Arts/Science Program (Freeze)	—	—	1.75	—	(1.75)	(100.0)%
Program Assistant I	8.00	8.00	3.00	3.00	—	—%
Program Assistant I (Freeze)	—	—	4.00	—	(4.00)	(100.0)%
Program Assistant II	4.00	3.00	4.00	4.00	—	—%
Project Manager	0.10	0.10	0.10	0.10	—	—%
Senior Management Analyst	1.00	1.00	1.00	1.00	—	—%
Sprinkler System Representative	4.00	4.00	4.00	4.00	—	—%
Superintendent Community Services	2.00	2.00	2.00	2.00	—	—%
Superintendent Recreation	1.00	1.00	—	—	—	—%
Superintendent Recreation (Freeze)	—	—	1.00	—	(1.00)	(100.0)%
Theater Specialist	2.00	2.00	2.00	2.00	—	—%
WGW Heavy Equipment Operator	—	—	—	0.07	0.07	—%
<b>Total Community Services</b>	<b>75.62</b>	<b>75.62</b>	<b>75.37</b>	<b>67.02</b>	<b>(8.35)</b>	<b>(11.1)%</b>
<b>Fire</b>						
40-Hour Training Battalion Chief	1.00	1.00	1.00	1.00	—	—%
40-Hour Training Captain	1.00	1.00	—	1.00	1.00	100.0%
40-Hour Training Captain (Freeze)	—	—	1.00	—	(1.00)	(100.0)%
Administrative Assistant	1.00	1.00	1.00	1.00	—	—%
Administrative Associate II	2.20	2.20	1.20	2.20	1.00	83.3%
Administrative Associate II (Freeze)	—	—	1.00	—	(1.00)	(100.0)%
Battalion Chief	3.00	3.00	3.00	3.00	—	—%
Business Analyst	0.80	0.80	0.80	0.80	—	—%
Deputy Chief/Fire Marshal	0.05	0.05	0.05	0.05	—	—%
Deputy Director Technical Services Division	0.20	0.20	—	—	—	—%
Deputy Director Technical Services Division (Freeze)	—	—	0.20	—	(0.20)	(100.0)%
Deputy Fire Chief	2.00	2.00	2.00	1.00	(1.00)	(50.0)%
Emergency Medical Service Director	1.00	1.00	1.00	1.00	—	—%
Emergency Medical Services Data Specialist	1.00	1.00	1.00	1.00	—	—%
Fire Apparatus Operator	26.00	26.00	26.00	26.00	—	—%
Fire Captain	21.00	21.00	21.00	20.00	(1.00)	(4.8)%
Fire Chief	1.00	1.00	1.00	1.00	—	—%
Fire Fighter	34.00	34.00	29.00	29.00	—	—%

## TABLE OF ORGANIZATION

## Table of Organization

	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Adopted Budget <sup>a</sup>	FY 2022 Proposed Budget	FY 2022 Change FTE	FY 2022 Change %
Fire Fighter (Freeze)	—	—	5.00	—	(5.00)	(100.0)%
Fire Inspector	0.80	0.80	0.40	0.40	—	—%
Fire Inspector (Freeze)	—	—	0.40	—	(0.40)	(100.0)%
Geographic Information System Specialist	0.50	0.50	0.50	0.50	—	—%
Hazardous Materials Inspector	0.30	0.30	0.30	0.30	—	—%
Senior Management Analyst	1.00	1.00	1.00	1.00	—	—%
<b>Total Fire</b>	<b>97.85</b>	<b>97.85</b>	<b>97.85</b>	<b>90.25</b>	<b>(7.60)</b>	<b>(7.8)%</b>
<b>Human Resources</b>						
Assistant Director Human Resources	1.00	1.00	1.00	1.00	—	—%
Director Human Resources/CPO	1.00	1.00	1.00	1.00	—	—%
Human Resources Representative	3.00	3.00	2.50	2.00	(0.50)	(20.0)%
Human Resources Representative (Freeze)	—	—	0.50	—	(0.50)	(100.0)%
Human Resources Technician	4.00	4.00	3.50	3.00	(0.50)	(14.0)%
Human Resources Technician (Freeze)	—	—	0.50	—	(0.50)	(100.0)%
Manager Employee Benefits	1.00	1.00	1.00	1.00	—	—%
Manager Employee Relations	1.00	1.00	1.00	1.00	—	—%
Senior Human Resources Administrator	3.00	3.00	3.00	3.00	—	—%
Senior Management Analyst	2.00	2.00	2.00	2.00	—	—%
<b>Total Human Resources</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>14.00</b>	<b>(2.00)</b>	<b>(12.5)%</b>
<b>Library</b>						
Administrative Associate III	1.00	1.00	—	—	—	—%
Administrative Associate III (Freeze)	—	—	1.00	—	(1.00)	(100.0)%
Assistant Director Library Services	1.00	1.00	—	—	—	—%
Assistant Director Library Services (Freeze)	—	—	1.00	—	(1.00)	(100.0)%
Business Analyst	1.00	1.00	1.00	1.00	—	—%
Coordinator Library Programs	1.00	1.00	1.00	1.00	—	—%
Director Libraries	1.00	1.00	1.00	1.00	—	—%
Division Head Library Services	1.00	1.00	1.00	1.00	—	—%
Librarian	7.00	6.00	6.00	6.00	—	—%
Library Associate	7.00	7.00	6.00	6.00	—	—%
Library Associate (Freeze)	—	—	1.00	—	(1.00)	(100.0)%
Library Specialist	11.50	11.50	10.50	10.50	—	—%
Library Specialist (Freeze)	—	—	1.00	—	(1.00)	(100.0)%
Management Analyst	1.00	1.00	1.00	1.00	—	—%

# TABLE OF ORGANIZATION

## Table of Organization

	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Adopted Budget <sup>a</sup>	FY 2022 Proposed Budget	FY 2022 Change FTE	FY 2022 Change %
Manager Library Services	4.00	3.00	3.00	3.00	—	—%
Senior Librarian	9.00	8.00	6.00	6.00	—	—%
Senior Librarian (Freeze)	—	—	2.00	—	(2.00)	(100.0)%
Supervising Librarian	2.00	4.00	4.00	4.00	—	—%
<b>Total Library</b>	<b>47.50</b>	<b>46.50</b>	<b>46.50</b>	<b>40.50</b>	<b>(6.00)</b>	<b>(12.9)%</b>
<b>Office of Emergency Services</b>						
Director Office of Emergency Services	1.00	1.00	1.00	1.00	—	—%
Office of Emergency Services Coordinator	1.00	1.00	1.00	1.00	—	—%
Program Assistant II	1.00	1.00	—	—	—	—%
Program Assistant II (Freeze)	—	—	1.00	—	(1.00)	(100.0)%
<b>Total Office of Emergency Services</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>2.00</b>	<b>(1.00)</b>	<b>(33.3)%</b>
<b>Office of Transportation<sup>b</sup></b>						
Administrative Assistant	—	0.50	0.50	0.60	0.10	20.0%
Administrative Associate III	0.30	—	—	—	—	—%
Associate Engineer	0.65	0.30	0.30	0.35	0.05	16.7%
Associate Planner	0.24	0.30	0.45	0.40	(0.05)	(11.1)%
Chief Transportation Official	0.55	0.70	0.70	0.70	—	—%
Coordinator Transportation Systems Management	0.74	1.25	1.25	0.65	(0.60)	(48.0)%
Management Analyst	0.02	0.50	0.50	0.50	—	—%
Parking Operations-Lead	0.10	—	—	0.05	0.05	—%
Project Engineer	0.50	0.45	0.45	0.25	(0.20)	(44.4)%
Senior Engineer	—	0.20	0.20	0.20	—	—%
Senior Planner	0.28	0.50	0.50	0.15	(0.35)	(70.0)%
Traffic Engineering-Lead	0.65	0.35	0.35	0.35	—	—%
Transportation Planning Manager	0.36	1.15	1.15	1.00	(0.15)	(13.0)%
<b>Total Office of Transportation</b>	<b>4.39</b>	<b>6.20</b>	<b>6.35</b>	<b>5.20</b>	<b>(1.15)</b>	<b>(18.1)%</b>
<b>Planning and Development Services<sup>c</sup></b>						
Administrative Assistant	2.00	1.00	1.00	1.00	—	—%
Administrative Associate I	1.00	1.00	1.00	1.00	—	—%
Administrative Associate II	2.80	2.80	2.80	2.80	—	—%
Administrative Associate III	3.29	4.00	4.00	3.00	(1.00)	(25.0)%
Assistant Chief Building Official	1.00	1.00	1.00	1.00	—	—%
Assistant Director PCE	1.00	1.00	1.00	1.00	—	—%

## TABLE OF ORGANIZATION

## Table of Organization

	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Adopted Budget <sup>a</sup>	FY 2022 Proposed Budget	FY 2022 Change FTE	FY 2022 Change %
Associate Engineer	0.02	0.22	0.20	—	(0.20)	(100.0)%
Associate Planner	3.03	3.15	3.00	3.25	0.25	8.3%
Building Inspector Specialist	4.00	4.00	6.00	6.00	—	—%
Building/Planning Technician	3.00	3.00	2.00	2.00	—	—%
Building/Planning Technician (Freeze)	—	—	1.00	—	(1.00)	(100.0)%
Business Analyst	1.00	—	—	—	—	—%
Chief Building Official	1.00	1.00	1.00	1.00	—	—%
Chief Planning Official	1.00	1.00	1.00	1.00	—	—%
Chief Transportation Official	0.09	—	—	—	—	—%
Code Enforcement Officer	2.00	2.00	—	—	—	—%
Code Enforcement Officer (Freeze)	—	—	2.00	—	(2.00)	(100.0)%
Code Enforcement-Lead	1.00	1.00	1.00	1.00	—	—%
Deputy Chief/Fire Marshal	0.80	0.80	0.80	0.80	—	—%
Development Project Coordinator II	2.00	2.00	2.00	2.00	—	—%
Development Project Coordinator III	3.00	3.00	3.00	3.00	—	—%
Development Services Director	1.00	—	—	—	—	—%
Director Planning/Community Environment	1.00	1.00	1.00	1.00	—	—%
Engineer	0.64	0.64	0.52	0.52	—	—%
Engineering Technician III	1.78	1.78	1.50	1.50	—	—%
Fire Inspector	3.20	3.20	1.60	1.60	—	—%
Fire Inspector (Freeze)	—	—	1.60	—	(1.60)	(100.0)%
Hazardous Materials Inspector	1.60	1.60	1.60	1.60	—	—%
Industrial Waste Inspector	0.01	0.01	—	—	—	—%
Industrial Waste Investigator	0.35	0.35	0.35	0.35	—	—%
Inspector, Field Services	0.68	0.68	0.68	0.68	—	—%
Landscape Architect Park Planner	0.50	0.50	0.50	0.50	—	—%
Management Analyst	1.79	0.01	—	—	—	—%
Manager Development Center	1.00	—	—	—	—	—%
Manager Environmental Control Program	0.10	0.10	—	—	—	—%
Manager Planning	3.00	5.00	4.00	4.00	—	—%
Manager Urban Forestry	0.04	0.04	—	—	—	—%
Planner	4.00	4.00	4.00	4.00	—	—%
Planning Division Manager	1.00	—	—	—	—	—%
Principal Management Analyst	—	1.00	—	—	—	—%
Principal Planner	1.00	2.00	1.00	1.00	—	—%



# TABLE OF ORGANIZATION

## Table of Organization

	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Adopted Budget <sup>a</sup>	FY 2022 Proposed Budget	FY 2022 Change FTE	FY 2022 Change %
Principal Planner (Freeze)	—	—	1.00	—	(1.00)	(100.0)%
Program Assistant	—	1.00	—	—	—	—%
Program Assistant I (Freeze)	—	—	1.00	—	(1.00)	(100.0)%
Project Engineer	0.33	0.13	0.10	—	(0.10)	(100.0)%
Senior Business Analyst	—	1.00	1.00	1.00	—	—%
Senior Engineer	0.46	0.46	0.40	0.40	—	—%
Senior Industrial Waste Investigator	0.01	0.01	—	—	—	—%
Senior Management Analyst	1.88	2.00	2.00	2.00	—	—%
Senior Planner	3.60	3.60	2.60	3.65	1.05	40.0%
Senior Planner (Freeze)	—	—	1.00	—	(1.00)	(100.0)%
Supervisor Inspection and Surveying	0.27	0.27	0.25	0.25	—	—%
Traffic Engineering-Lead	—	0.10	0.10	0.05	(0.05)	(50.0)%
Transportation Planning Manager	0.05	—	—	0.05	0.05	—%
<b>Total Planning and Development Services</b>	<b>62.32</b>	<b>62.45</b>	<b>61.60</b>	<b>54.00</b>	<b>(7.60)</b>	<b>(12.3)%</b>
<b>Police</b>						
Administrative Assistant	1.00	1.00	1.00	1.00	—	—%
Administrative Associate II	3.00	3.00	2.00	2.00	—	—%
Administrative Associate II (Freeze)	—	—	1.00	—	(1.00)	(100.0)%
Animal Control Officer	3.00	3.00	2.00	2.00	—	—%
Animal Control Officer (Freeze)	—	—	1.00	—	(1.00)	(100.0)%
Animal Control Officer-Lead	1.00	1.00	1.00	1.00	—	—%
Animal Services Specialist II	2.00	—	—	—	—	—%
Assistant Police Chief	1.00	1.00	1.00	1.00	—	—%
Business Analyst	1.20	1.20	1.20	1.20	—	—%
Code Enforcement Officer	1.00	1.00	1.00	1.00	—	—%
Communications Manager	1.00	1.00	—	—	—	—%
Communications Manager (Freeze)	—	—	1.00	—	(1.00)	(100.0)%
Communications Technician	1.00	1.00	—	—	—	—%
Communications Technician (Freeze)	—	—	1.00	—	(1.00)	(100.0)%
Community Service Officer	7.50	7.50	5.63	5.63	—	—%
Community Service Officer (Freeze)	—	—	1.87	—	(1.87)	(100.0)%
Court Liaison Officer	1.00	1.00	1.00	1.00	—	—%
Crime Analyst	1.00	1.00	1.00	1.00	—	—%
Deputy Director Technical Services Division	0.80	0.80	—	—	—	—%

## TABLE OF ORGANIZATION

## Table of Organization

	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Adopted Budget <sup>a</sup>	FY 2022 Proposed Budget	FY 2022 Change FTE	FY 2022 Change %
Deputy Director Technical Services Division (Freeze)	—	—	0.80	—	(0.80)	(100.0)%
Geographic Information System Specialist	0.50	0.50	0.50	0.50	—	—%
Police Agent	19.00	19.00	19.00	19.00	—	—%
Police Captain	2.00	2.00	2.00	2.00	—	—%
Police Chief	1.00	1.00	1.00	1.00	—	—%
Police Lieutenant	5.00	5.00	4.00	4.00	—	—%
Police Lieutenant (Freeze)	—	—	1.00	—	(1.00)	(100.0)%
Police Officer	50.00	50.00	39.00	39.00	—	—%
Police Officer (Freeze)	—	—	11.00	—	(11.00)	(100.0)%
Police Records Specialist II	6.00	6.00	6.00	6.00	—	—%
Police Records Specialist-Lead	1.00	1.00	1.00	1.00	—	—%
Police Sergeant	14.00	14.00	14.00	14.00	—	—%
Program Assistant II	1.00	1.00	1.00	1.00	—	—%
Property Evidence Technician	2.00	2.00	2.00	2.00	—	—%
Public Safety Communications Manager	1.00	1.00	—	—	—	—%
Public Safety Communications Manager (Freeze)	—	—	1.00	—	(1.00)	(100.0)%
Public Safety Dispatcher	16.00	16.00	12.00	12.00	—	—%
Public Safety Dispatcher (Freeze)	—	—	4.00	—	(4.00)	(100.0)%
Public Safety Dispatcher-Lead	4.00	4.00	4.00	4.00	—	—%
Public Safety Program Manager	2.00	2.00	2.00	1.00	(1.00)	(50.0)%
Senior Management Analyst	1.00	1.00	1.00	1.00	—	—%
Superintendent Animal Services	1.00	—	—	—	—	—%
Veterinarian	1.00	—	—	—	—	—%
Veterinarian Technician	2.00	—	—	—	—	—%
<b>Total Police</b>	<b>155.00</b>	<b>149.00</b>	<b>149.00</b>	<b>124.33</b>	<b>(24.67)</b>	<b>(16.6)%</b>
<b>Public Works</b>						
Administrative Assistant	1.00	1.00	1.00	0.50	(0.50)	(50.0)%
Administrative Associate I	0.60	0.10	0.10	—	(0.10)	(100.0)%
Administrative Associate II	2.65	2.65	2.65	2.65	—	—%
Administrative Associate III	0.01	0.01	0.01	—	(0.01)	(100.0)%
Assistant Director Public Works	0.87	0.73	0.73	0.73	—	—%
Associate Engineer	0.30	—	—	—	—	—%
Building Serviceperson-Lead	1.00	1.00	1.00	1.00	—	—%

# TABLE OF ORGANIZATION

## Table of Organization

	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Adopted Budget <sup>a</sup>	FY 2022 Proposed Budget	FY 2022 Change FTE	FY 2022 Change %
Cement Finisher	2.00	2.00	2.00	2.00	—	—%
Cement Finisher-Lead	0.26	0.26	0.26	0.26	—	—%
Coordinator Public Works Projects	1.50	1.50	1.50	1.50	—	—%
Director Public Works/City Engineer	1.00	1.00	1.00	1.00	—	—%
Electrician	0.80	0.80	0.80	0.80	—	—%
Engineer	0.66	0.36	0.48	0.48	—	—%
Engineering Technician III	1.47	1.47	1.75	1.75	—	—%
Equipment Operator	2.46	2.46	2.46	2.46	—	—%
Facilities Carpenter	1.00	1.00	1.00	1.00	—	—%
Facilities Maintenance-Lead	1.85	1.85	1.85	1.85	—	—%
Facilities Painter	1.75	1.75	1.75	1.75	—	—%
Facilities Technician	4.05	4.05	4.05	4.05	—	—%
Heavy Equipment Operator	2.33	2.33	2.33	2.10	(0.23)	(9.9)%
Heavy Equipment Operator-Lead	0.85	0.85	0.85	0.85	—	—%
Inspector, Field Services	0.11	0.11	0.11	0.11	—	—%
Landscape Architect Park Planner	0.60	0.60	0.60	0.60	—	—%
Management Analyst	0.70	0.70	1.45	1.45	—	—%
Manager Facilities	0.90	0.90	0.90	0.90	—	—%
Manager Maintenance Operations	1.20	1.20	1.20	1.20	—	—%
Manager Urban Forestry	0.96	0.96	1.00	1.00	—	—%
Manager Watershed Protection	0.05	0.05	0.05	0.05	—	—%
Project Engineer	0.50	—	—	—	—	—%
Project Manager	2.65	2.65	2.00	2.00	—	—%
Project Manager (Freeze)	—	—	0.65	—	(0.65)	(100.0)%
Senior Engineer	0.79	0.59	0.60	0.60	—	—%
Senior Management Analyst	1.11	1.11	1.11	1.11	—	—%
Senior Project Manager	0.10	—	—	—	—	—%
Supervisor Inspection and Surveying	0.10	0.10	0.10	0.10	—	—%
Surveyor, Public Works	0.33	0.33	0.33	0.33	—	—%
Traffic Controller Maintainer I	1.94	1.94	1.94	1.94	—	—%
Traffic Controller Maintainer II	2.00	2.00	2.00	1.00	(1.00)	(50.0)%
Tree Maintenance Person	1.00	1.00	1.00	1.00	—	—%
Tree Trim/Line Clear	7.00	7.00	7.00	7.00	—	—%
Tree Trim/Line Clear-Lead	1.00	1.00	1.00	1.00	—	—%
WGW Heavy Equipment Operator	—	—	—	0.23	0.23	—%

## TABLE OF ORGANIZATION

## Table of Organization

	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Adopted Budget <sup>a</sup>	FY 2022 Proposed Budget	FY 2022 Change FTE	FY 2022 Change %
<b>Total Public Works</b>	<b>51.45</b>	<b>49.41</b>	<b>50.61</b>	<b>48.35</b>	<b>(2.26)</b>	<b>(4.5)%</b>
<b>Total General Fund</b>	<b>582.28</b>	<b>574.93</b>	<b>574.43</b>	<b>506.80</b>	<b>(67.63)</b>	<b>(11.8)%</b>
<b>Enterprise Fund</b>						
<b>Public Works</b>						
Account Specialist	0.30	0.30	0.30	—	(0.30)	(100.0)%
Accountant	0.40	0.40	0.40	0.70	0.30	75.0%
Administrative Associate I	0.10	0.10	0.10	—	(0.10)	(100.0)%
Administrative Associate II	2.15	2.15	2.15	2.15	—	—%
Administrative Associate III	0.10	0.10	0.10	0.20	0.10	100.0%
Assistant Director Public Works	1.30	1.30	1.30	1.30	—	—%
Assistant Manager WQCP	2.00	2.00	2.00	2.00	—	—%
Associate Engineer	2.99	2.99	3.00	3.00	—	—%
Chemist	3.00	3.00	3.00	2.00	(1.00)	(33.3)%
Deputy Chief/Fire Marshal	0.07	0.07	0.07	0.07	—	—%
Electrician	3.00	3.00	3.00	3.00	—	—%
Electrician-Lead	2.00	2.00	2.00	2.00	—	—%
Engineer	0.90	0.90	0.90	0.90	—	—%
Engineering Technician III	0.25	0.25	0.25	0.25	—	—%
Environmental Specialist	2.00	2.00	2.00	2.00	—	—%
Equipment Operator	0.54	0.54	0.54	0.54	—	—%
Facilities Maintenance Lead	1.00	1.00	1.00	1.00	—	—%
Facilities Technician	1.50	1.50	1.50	1.50	—	—%
Hazardous Materials Inspector	0.04	0.04	0.04	0.04	—	—%
Heavy Equipment Operator	0.90	0.90	0.90	0.90	—	—%
Heavy Equipment Operator-Lead	1.15	1.15	1.15	1.15	—	—%
Industrial Waste Inspector	2.99	2.99	3.00	3.00	—	—%
Industrial Waste Investigator	1.15	1.15	1.15	1.15	—	—%
Laboratory Technician WQC	3.00	3.00	3.00	3.00	—	—%
Landfill Technician	1.00	1.00	1.00	1.00	—	—%
Management Analyst	2.30	2.30	2.30	2.30	—	—%
Manager Airport	1.00	1.00	1.00	1.00	—	—%
Manager Environmental Control Program	4.90	4.90	5.00	5.00	—	—%
Manager Laboratory Services	1.00	1.00	1.00	1.00	—	—%
Manager Maintenance Operations	1.96	1.96	1.96	1.96	—	—%

# TABLE OF ORGANIZATION

## Table of Organization

	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Adopted Budget <sup>a</sup>	FY 2022 Proposed Budget	FY 2022 Change FTE	FY 2022 Change %
Manager Solid Waste	1.00	1.00	1.00	1.00	—	—%
Manager Water Quality Control Plant	1.00	1.00	1.00	1.00	—	—%
Manager Watershed Protection	0.95	0.95	0.95	0.95	—	—%
Plant Mechanic	7.00	7.00	7.00	7.00	—	—%
Program Assistant I	1.00	1.00	1.00	1.00	—	—%
Program Assistant II	2.00	2.00	2.00	2.00	—	—%
Project Engineer	1.83	1.83	1.83	1.83	—	—%
Project Manager	1.35	1.35	1.35	1.35	—	—%
Senior Accountant	0.30	0.30	0.30	0.30	—	—%
Senior Buyer	1.00	1.00	1.00	1.00	—	—%
Senior Chemist	1.00	1.00	1.00	2.00	1.00	100.0%
Senior Engineer	3.76	3.76	3.76	3.76	—	—%
Senior Industrial Waste Investigator	0.99	0.99	1.00	1.00	—	—%
Senior Management Analyst	0.21	0.21	0.21	0.21	—	—%
Senior Mechanic	1.00	1.00	1.00	1.00	—	—%
Senior Operator WQC	6.00	6.00	6.00	6.00	—	—%
Senior Technologist	1.00	1.00	1.00	1.00	—	—%
Storekeeper	1.00	1.00	1.00	1.00	—	—%
Street Maintenance Assistant	1.00	1.00	1.00	1.00	—	—%
Street Sweeper Operator	1.63	1.63	1.63	1.63	—	—%
Supervisor WQCP Operations	3.00	3.00	3.00	3.00	—	—%
Surveyor, Public Works	0.12	0.12	0.12	0.12	—	—%
Technologist	1.00	1.00	1.00	1.00	—	—%
Traffic Controller Maintainer I	0.06	0.06	0.06	0.06	—	—%
WQC Plant Operator II	16.00	16.00	16.00	16.00	—	—%
Zero Waste Coordinator	1.00	1.00	1.00	1.00	—	—%
<b>Total Public Works</b>	<b>101.19</b>	<b>101.19</b>	<b>101.32</b>	<b>101.32</b>	<b>—</b>	<b>—%</b>
<b>Utilities</b>						
Account Specialist	1.70	1.70	1.70	1.00	(0.70)	(41.2)%
Accountant	0.60	0.60	0.60	1.30	0.70	116.7%
Administrative Assistant	1.00	1.00	1.00	1.00	—	—%
Administrative Associate II	7.00	6.00	6.00	6.00	—	—%
Assistant City Manager/Utilities General Manager	0.75	—	—	—	—	—%
Assistant Director Administrative Services	0.25	0.25	0.25	0.25	—	—%

## TABLE OF ORGANIZATION

## Table of Organization

	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Adopted Budget <sup>a</sup>	FY 2022 Proposed Budget	FY 2022 Change FTE	FY 2022 Change %
Assistant Director Utilities Customer Support Services	1.00	1.00	1.00	1.00	—	—%
Assistant Director Utilities Engineering	1.00	1.00	—	1.00	—	—%
Assistant Director Utilities Engineering (Freeze)	—	—	1.00	1.00	1.00	100.0%
Assistant Director Utilities Operations	1.00	1.00	1.00	—	(1.00)	(100.0)%
Assistant Director Utilities/Resource Management	1.00	1.00	1.00	1.00	—	—%
Business Analyst	6.00	6.00	5.00	6.00	1.00	20.0%
Business Analyst (Freeze)	—	—	1.00	—	(1.00)	(100.0)%
Cathodic Protection Technician Assistant	1.00	1.00	1.00	1.00	—	—%
Cathodic Technician	1.00	1.00	1.00	1.00	—	—%
Cement Finisher	2.00	2.00	2.00	2.00	—	—%
Contracts Administrator	0.70	0.70	0.70	0.70	—	—%
Coordinator Utilities Projects	6.00	6.00	6.00	6.00	—	—%
Customer Service Representative	7.00	7.00	7.00	7.00	—	—%
Customer Service Specialist	2.00	2.00	2.00	2.00	—	—%
Customer Service Specialist-Lead	2.00	2.00	2.00	2.00	—	—%
Deputy Chief/Fire Marshal	0.08	0.08	0.08	0.08	—	—%
Deputy City Attorney	1.00	1.00	1.00	1.00	—	—%
Director Administrative Services/CFO	0.20	0.20	0.20	0.20	—	—%
Electric Heavy Equipment Operator	—	—	2.00	2.00	—	—%
Electric Project Engineer	2.00	4.00	4.00	4.00	—	—%
Electric Underground Inspector	2.00	2.00	2.00	2.00	—	—%
Electric Underground Inspector-Lead	1.00	1.00	1.00	1.00	—	—%
Electrical Equipment Technician	1.00	1.00	1.00	1.00	—	—%
Electrician Assistant I	3.00	3.00	3.00	3.00	—	—%
Engineer	4.00	4.00	4.00	4.00	—	—%
Engineering Manager - Electric	1.00	1.00	1.00	1.00	—	—%
Engineering Manager - WGW	1.00	1.00	1.00	1.00	—	—%
Engineering Technician III	3.00	3.00	3.00	3.00	—	—%
Gas and Water Meter Measurement and Control Technician	4.00	4.00	4.00	4.00	—	—%
Gas and Water Meter Measurement and Control Technician - Lead	1.00	1.00	1.00	1.00	—	—%
Hazardous Materials Inspector	0.06	0.06	0.06	0.06	—	—%
Heavy Equipment Operator	6.70	6.70	—	—	—	—%

# TABLE OF ORGANIZATION

## Table of Organization

	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Adopted Budget <sup>a</sup>	FY 2022 Proposed Budget	FY 2022 Change FTE	FY 2022 Change %
Heavy Equipment Operator - Install/Repair	4.00	4.00	4.00	4.00	—	—%
Human Resources Representative	—	—	—	1.00	1.00	—%
Industrial Waste Investigator	0.50	0.50	0.50	0.50	—	—%
Inspector, WGW Utilities Field Services	5.00	5.00	5.00	5.00	—	—%
Lineperson/Cable Specialist	11.00	11.00	10.00	10.00	—	—%
Lineperson/Cable Specialist-Lead	4.00	4.00	4.00	4.00	—	—%
Maintenance Mechanic-Welding	2.00	2.00	2.00	2.00	—	—%
Manager Communications	1.00	1.00	1.00	1.00	—	—%
Manager Customer Service	1.00	1.00	1.00	1.00	—	—%
Manager Electric Operations	1.00	1.00	1.00	1.00	—	—%
Manager Treasury, Debt & Investments	0.40	0.40	0.40	0.40	—	—%
Manager Utilities Compliance	1.00	1.00	1.00	1.00	—	—%
Manager Utilities Credit & Collection	1.00	1.00	1.00	1.00	—	—%
Manager Utilities Operations WGW	1.00	1.00	1.00	1.00	—	—%
Manager Utilities Program Services	1.00	1.00	1.00	1.00	—	—%
Manager Utilities Strategic Business	1.00	1.00	1.00	1.00	—	—%
Manager Utilities Telecommunications	1.00	1.00	1.00	1.00	—	—%
Meter Reader	6.00	6.00	6.00	6.00	—	—%
Meter Reader-Lead	1.00	1.00	1.00	1.00	—	—%
Metering Technician	3.00	3.00	3.00	3.00	—	—%
Metering Technician-Lead	1.00	1.00	1.00	1.00	—	—%
Offset Equipment Operator	0.48	0.48	0.48	0.48	—	—%
Overhead Underground Troubleshooter	2.00	2.00	2.00	2.00	—	—%
Power Engineer	3.00	1.00	1.00	1.00	—	—%
Principal Business Analyst	1.00	1.00	1.00	1.00	—	—%
Program Assistant I	1.50	1.50	1.50	1.50	—	—%
Program Assistant II	—	1.00	1.00	1.00	—	—%
Project Engineer	5.00	5.00	5.00	5.00	—	—%
Project Manager	0.75	0.75	0.75	0.75	—	—%
Resource Planner	6.00	5.00	5.00	5.00	—	—%
Restoration Lead	1.00	1.00	1.00	1.00	—	—%
SCADA Technologist	2.00	2.00	2.00	2.00	—	—%
Senior Accountant	0.70	0.70	0.70	0.70	—	—%
Senior Business Analyst	3.00	3.00	3.00	3.00	—	—%
Senior Electrical Engineer	4.00	4.00	4.00	5.00	1.00	25.0%

## TABLE OF ORGANIZATION

## Table of Organization

	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Adopted Budget <sup>a</sup>	FY 2022 Proposed Budget	FY 2022 Change FTE	FY 2022 Change %
Senior Engineer	5.00	5.00	5.00	5.00	—	—%
Senior Management Analyst	0.70	0.70	0.70	0.70	—	—%
Senior Mechanic	1.00	1.00	1.00	1.00	—	—%
Senior Performance Auditor	1.00	1.00	1.00	—	(1.00)	(100.0)%
Senior Resource Planner	6.00	6.50	6.50	6.50	—	—%
Senior Utilities Field Service Representative	1.00	1.00	1.00	1.00	—	—%
Senior Water Systems Operator	2.00	2.00	2.00	2.00	—	—%
Storekeeper	1.00	1.00	1.00	1.00	—	—%
Storekeeper-Lead	0.80	0.80	0.80	0.80	—	—%
Street Light, Traffic Signal & Fiber Technician	5.00	5.00	5.00	5.00	—	—%
Street Light, Traffic Signal & Fiber-Lead	2.00	2.00	2.00	2.00	—	—%
Substation Electrician	6.00	6.00	5.00	6.00	1.00	20.0%
Substation Electrician (Freeze)	—	—	1.00	—	(1.00)	(100.0)%
Substation Electrician-Lead	2.00	2.00	2.00	2.00	—	—%
Supervising Electric Project Engineer	1.00	1.00	1.00	—	(1.00)	(100.0)%
Sustainability Programs Administrator	—	—	—	4.00	4.00	—%
Tree Maintenance Person	1.00	1.00	1.00	1.00	—	—%
Utilities Chief Operating Officer	1.00	1.00	—	1.00	1.00	100.0%
Utilities Chief Operating Officer (Freeze)	—	—	1.00	—	(1.00)	(100.0)%
Utilities Compliance Technician	2.00	2.00	3.00	3.00	—	—%
Utilities Compliance Technician-Lead	1.00	1.00	1.00	1.00	—	—%
Utilities Credit/Collection Specialist	2.00	2.00	2.00	2.00	—	—%
Utilities Director	—	1.00	1.00	1.00	—	—%
Utilities Engineer Estimator	5.00	5.00	5.00	5.00	—	—%
Utilities Field Services Representative	5.00	5.00	5.00	5.00	—	—%
Utilities Install Repair-Lead-Welding Certified	2.00	2.00	2.00	2.00	—	—%
Utilities Install Repair-Welding Certified	3.00	3.00	3.00	3.00	—	—%
Utilities Install/Repair	10.00	10.00	10.00	10.00	—	—%
Utilities Install/Repair Assistant	1.00	1.00	1.00	1.00	—	—%
Utilities Install/Repair-Lead	5.00	5.00	5.00	5.00	—	—%
Utilities Key Account Representative	3.00	3.00	3.00	3.00	—	—%
Utilities Locator	3.00	3.00	3.00	3.00	—	—%
Utilities Marketing Program Administrator	3.00	4.00	4.00	—	(4.00)	(100.0)%
Utilities Safety Officer	1.00	1.00	1.00	1.00	—	—%
Utilities Supervisor	12.00	12.00	11.00	12.00	1.00	100.0%



# TABLE OF ORGANIZATION

## Table of Organization

	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Adopted Budget <sup>a</sup>	FY 2022 Proposed Budget	FY 2022 Change FTE	FY 2022 Change %
Utilities Supervisor (Freeze)	—	—	1.00	—	(1.00)	(100.0)%
Utilities System Operator	5.00	5.00	5.00	5.00	—	—%
Utility Engineering Estimator - Lead	1.00	1.00	1.00	1.00	—	—%
Warehouse Supervisor	0.80	0.80	0.80	0.80	—	—%
Water System Operator II	4.00	4.00	4.00	4.00	—	—%
WGW Heavy Equipment Operator	—	—	4.70	4.70	—	—%
<b>Total Utilities</b>	<b>256.67</b>	<b>257.42</b>	<b>257.42</b>	<b>257.42</b>	<b>(0.00)</b>	<b>—%</b>
<b>Total Enterprise Fund</b>	<b>357.86</b>	<b>358.61</b>	<b>358.74</b>	<b>358.74</b>	<b>(0.00)</b>	<b>—%</b>
<b>Other Funds</b>						
<b>Capital Project Fund</b>						
Administrative Assistant	—	0.15	0.15	0.65	0.50	333.3%
Administrative Associate I	0.80	0.80	0.80	—	(0.80)	(100.0)%
Administrative Associate III	1.09	0.89	0.89	0.80	(0.09)	(10.1)%
Assistant Director Public Works	0.58	0.72	0.72	0.72	—	—%
Associate Engineer	3.04	2.49	1.50	1.65	0.15	10.0%
Associate Engineer (Freeze)	—	—	1.00	—	(1.00)	(100.0)%
Associate Planner	0.31	0.30	0.30	0.35	0.05	16.7%
Building Serviceperson	0.75	0.75	1.00	1.00	—	—%
Building Serviceperson-Lead	1.40	1.40	1.40	1.40	—	—%
Cement Finisher-Lead	0.74	0.74	0.74	0.74	—	—%
Chief Transportation Official	0.36	0.30	0.30	0.30	—	—%
Contracts Administrator	0.60	0.60	0.60	0.60	—	—%
Coordinator Public Works Projects	1.30	1.30	1.30	1.30	—	—%
Coordinator Transportation Systems Management	0.76	0.75	0.75	1.35	0.60	80.0%
Engineer	2.80	3.10	2.10	2.10	—	—%
Engineer (Freeze)	—	—	1.00	—	(1.00)	(100.0)%
Engineering Technician III	0.50	0.50	0.50	0.50	—	—%
Facilities Technician	1.50	1.50	1.50	1.50	—	—%
Inspector, Field Services	1.21	1.21	1.21	1.21	—	—%
Landscape Architect Park Planner	0.90	0.90	0.90	0.90	—	—%
Management Analyst	0.82	0.94	0.95	0.95	—	—%
Manager Facilities	0.10	0.10	0.10	0.10	—	—%
Manager Maintenance Operations	0.65	0.65	0.65	0.65	—	—%

## TABLE OF ORGANIZATION

## Table of Organization

	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Adopted Budget <sup>a</sup>	FY 2022 Proposed Budget	FY 2022 Change FTE	FY 2022 Change %
Parking Operations-Lead	0.35	0.40	0.40	0.30	(0.10)	(25.0)%
Project Engineer	6.84	7.59	7.62	7.92	0.30	3.9%
Project Manager	1.15	1.15	0.80	0.80	—	—%
Project Manager (Freeze)	—	—	0.35	—	(0.35)	(100.0)%
Senior Engineer	1.99	2.99	4.04	4.04	—	—%
Senior Management Analyst	0.72	0.60	0.60	0.60	—	—%
Senior Planner	0.72	0.50	0.50	0.80	0.30	60.0%
Senior Project Manager	0.90	1.00	—	—	—	—%
Supervisor Inspection and Surveying	0.63	0.63	0.65	0.65	—	—%
Surveyor, Public Works	0.55	0.55	0.55	0.55	—	—%
Traffic Engineering-Lead	0.35	0.55	0.55	0.60	0.05	9.1%
Transportation Planning Manager	0.35	0.35	0.35	0.45	0.10	28.6%
<b>Total Capital Project Fund</b>	<b>34.76</b>	<b>36.40</b>	<b>36.77</b>	<b>35.48</b>	<b>(1.29)</b>	<b>(3.5)%</b>
<b>Printing and Mailing Services</b>						
Manager Revenue Collections	0.10	0.10	0.10	0.10	—	—%
Offset Equipment Operator	1.52	1.52	1.52	1.52	—	—%
<b>Total Printing and Mailing Services</b>	<b>1.62</b>	<b>1.62</b>	<b>1.62</b>	<b>1.62</b>	<b>—</b>	<b>—%</b>
<b>Special Revenue Funds</b>						
Account Specialist	1.87	1.87	1.37	1.37	—	—%
Account Specialist (Freeze)	—	—	0.50	—	(0.50)	(100.0)%
Account Specialist-Lead	0.55	0.55	0.55	0.55	—	—%
Administrative Assistant	—	0.35	0.35	0.25	(0.10)	(28.6)%
Administrative Associate II	0.20	0.20	0.20	0.20	—	—%
Administrative Associate III	0.21	—	—	—	—	—%
Associate Planner	0.42	0.25	0.25	—	(0.25)	(100.0)%
Community Service Officer	0.50	0.50	0.37	0.37	—	—%
Community Service Officer (Freeze)	—	—	0.13	—	(0.13)	(100.0)%
Coordinator Public Works Projects	0.20	0.20	0.20	0.20	—	—%
Electrician	0.20	0.20	0.20	0.20	—	—%
Facilities Maintenance-Lead	0.15	0.15	0.15	0.15	—	—%
Facilities Painter	0.25	0.25	0.25	0.25	—	—%
Facilities Technician	0.45	0.45	0.45	0.45	—	—%
Management Analyst	0.17	0.35	0.35	0.35	—	—%
Manager Community Services Senior Program	1.00	1.00	1.00	1.00	—	—%

# TABLE OF ORGANIZATION

## Table of Organization

	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Adopted Budget <sup>a</sup>	FY 2022 Proposed Budget	FY 2022 Change FTE	FY 2022 Change %
Manager Maintenance Operations	0.19	0.19	0.19	0.19	—	—%
Manager Revenue Collections	0.28	0.28	0.28	0.28	—	—%
Parking Operations-Lead	0.55	0.60	0.60	0.65	0.05	8.3%
Senior Planner	0.40	0.40	0.40	0.40	—	—%
Street Maintenance Assistant	2.00	2.00	2.00	2.00	—	—%
Street Sweeper Operator	0.37	0.37	0.37	0.37	—	—%
Transportation Planning Manager	0.24	0.50	0.50	0.50	—	—%
<b>Total Special Revenue Funds</b>	<b>10.20</b>	<b>10.66</b>	<b>10.66</b>	<b>9.73</b>	<b>(0.93)</b>	<b>(8.7)%</b>
<b>Technology Fund</b>						
Administrative Assistant	1.00	1.00	1.00	1.00	—	—%
Assistant Director Administrative Services	0.10	0.10	0.10	0.10	—	—%
Business Analyst	1.00	1.00	1.00	1.00	—	—%
Desktop Technician	6.00	6.00	6.00	6.00	—	—%
Director Information Technology/CIO	1.00	1.00	—	1.00	1.00	100.0%
Director Information Technology/CIO (Freeze)	—	—	1.00	—	(1.00)	(100.0)%
Manager Information Technology	3.00	3.00	3.00	3.00	—	—%
Manager Information Technology Security	1.00	1.00	1.00	—	(1.00)	(100.0)%
Principal Business Analyst	1.00	1.00	1.00	—	(1.00)	(100.0)%
Senior Business Analyst	2.00	2.00	2.00	2.00	—	—%
Senior Management Analyst	1.00	1.00	1.00	1.00	—	—%
Senior Technologist	18.00	18.00	16.00	14.00	(2.00)	(12.5)%
Senior Technologist (Freeze)	—	—	2.00	—	(2.00)	(100.0)%
Technologist	1.00	1.00	—	—	—	—%
Technologist (Freeze)	—	—	1.00	—	(1.00)	(100.0)%
<b>Total Technology Fund</b>	<b>36.10</b>	<b>36.10</b>	<b>36.10</b>	<b>29.10</b>	<b>(7.00)</b>	<b>(19.4)%</b>
<b>Vehicle Replacement and Maintenance Fund</b>						
Administrative Associate III	1.00	—	—	—	—	—%
Assistant Director Public Works	0.25	0.25	0.25	0.25	—	—%
Assistant Fleet Manager	1.00	1.00	1.00	1.00	—	—%
Equipment Maintenance Service Person	2.00	2.00	2.00	1.00	(1.00)	(50.0)%
Fleet Services Coordinator	2.00	1.00	1.00	1.00	—	—%
Management Analyst	0.20	0.20	0.20	0.20	—	—%
Management Assistant	—	1.00	1.00	1.00	—	—%
Manager Fleet	1.00	1.00	1.00	1.00	—	—%

## TABLE OF ORGANIZATION

## Table of Organization

	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Adopted Budget <sup>a</sup>	FY 2022 Proposed Budget	FY 2022 Change FTE	FY 2022 Change %
Motor Equipment Mechanic II	6.00	6.00	5.00	5.00	—	—%
Motor Equipment Mechanic II (Freeze)	—	—	1.00	—	(1.00)	(100.0)%
Motor Equipment Mechanic-Lead	2.00	2.00	2.00	2.00	—	—%
Project Manager	1.00	1.00	1.00	1.00	—	—%
Senior Management Analyst	0.08	0.08	0.08	0.08	—	—%
<b>Total Vehicle Replacement and Maintenance Fund</b>	<b>16.53</b>	<b>15.53</b>	<b>15.53</b>	<b>13.53</b>	<b>(2.00)</b>	<b>(12.9)%</b>
<b>Workers' Compensation Program Fund</b>						
Senior Human Resources Administrator	1.00	1.00	1.00	1.00	—	—%
<b>Total Workers' Compensation Program Fund</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>—</b>	<b>—%</b>
<b>Total Other Funds</b>	<b>100.21</b>	<b>101.31</b>	<b>101.68</b>	<b>90.46</b>	<b>(11.22)</b>	<b>(11.0)%</b>
<b>Total Citywide Positions</b>	<b>1,040.35</b>	<b>1,034.85</b>	<b>1,034.85</b>	<b>956.00</b>	<b>(78.85)</b>	<b>(7.6)%</b>

a. The FY 2021 Adopted Budget includes position freezes that reduced the funding equivalent to holding a position vacant. The positions impacted by this action are identified with "(Freeze)" following the job classification title and summarized in two rows; one to reflect the total FTE authorized (less freezes), and another to reflect FTE freezes. The FY 2022 Proposed Budget includes City Council direction to eliminate these positions (CMR 11872).

b. The Office of Transportation was created within the City Manager's Office in FY 2020 through the reallocation of staff and resources from the Planning and Development Services Department (previously the Planning and Community Environment Department). Prior year staffing levels have been restated for demonstrative purposes.

c. The Planning and Development Services Department was established in FY 2020 through the merging of the Development Services Department and Planning and Community Environment Department and the reallocation of resources to create a dedicated Office of Transportation within the City Manager's Office. Prior year staffing levels have been restated for demonstrative purposes.



CITY OF  
**PALO  
ALTO**

**Administrative Services Department**

Fee Title	FY 2021 Adopted	FY 2022 Proposed	% Change	Justification
Budget Book	\$30.00 each	\$35.00 each	16.67%	Fees aligned to cover minimum material and staffing costs

**Citywide**

Fee Title	FY 2021 Adopted	FY 2022 Proposed	% Change	Justification
Utility Standards - WGW Standards, Latest Edition	\$30.00 each	\$65.00 each	116.67%	Fees aligned to cover minimum material costs
Utility Standards - Project Plan Set (Up to 25 sheets)	\$30.00 each	\$56.00 each	86.67%	

**Community Services Department**

Fee Title	FY 2021 Adopted	FY 2022 Proposed	% Change	Justification	
<b>Arts &amp; Sciences (Art Center)</b>					
Locker Rental - Large	\$35.00 per season	\$39.00 per season	11.43%	Fees aligned with market conditions and service delivery model	
Locker Rental - Small	\$23.00 per season	\$25.00 per season	10.00%		
Administration Fee Per Registration	\$0.00 - \$50.00 each	\$0.00 - \$55.00 each	10.00%		
<b>Arts &amp; Sciences (Arts Activities)</b>					
Field Trips	\$138.00 per group	\$152.00 per group	10.00%		
Workshop Supplies	\$0.50 - \$88.00 per person	\$0.50 - \$97.00 per person	10.00%		
<b>Arts &amp; Sciences (Junior Museum &amp; Zoo)</b>					
Family Membership	\$150.00 - \$430.00 each	\$108.00 - \$430.00 each	Other		
<b>Rentals &amp; Reservations (Athletic Fields)</b>					
Grass Fields	Resident Fee: \$49.00 - \$87.00 per hour; Non-Resident Fee: \$89.00 - \$174.00 per hour	Resident Fee: \$54.00 per hour; Non-Resident Fee: \$98.00 per hour	10.16%		
Grass Fields - Palo Alto Based Non-Profits	Resident Fee: \$27.00 - \$58.00 per hour; Non-Resident Fee: Not Available	Resident Fee: \$30.00 per hour; Non-Resident Fee: Not Available	10.00%		
Grass Fields - Palo Alto Based Youth Sports Organizations	Resident Fee: \$3.00 - \$29.00 per hour; Non-Resident Fee: Not Available	Resident Fee: \$9.00 per hour; Non-Resident Fee: Not Available	28.00%		
Synthetic Turf Field	Resident Fee: \$66.00 - \$174.00 per hour; Non-Resident Fee: \$148.00 - \$232.00 per hour	Resident Fee: \$73.00 per hour; Non-Resident Fee: \$163.00 per hour	10.37%		
Synthetic Turf Field - Palo Alto Based Non-Profits	Resident Fee: \$47.00 - \$116.00 per hour; Non-Resident Fee: Not Available	Resident Fee: \$52.00 per hour; Non-Resident Fee: Not available	10.63%		
Synthetic Turf Field - Palo Alto Based Youth Sports Organizations	Resident Fee: \$35.00 - \$58.00 per hour; Non-Resident Fee: Not Available	Resident Fee: \$39.00 per hour; Non-Resident Fee: Not Available	11.43%		
<b>Rentals &amp; Reservations (Cubberley Community Center)</b>					
Additional hours past ten daily	Basic Rate: \$225.00 per hour; Non-Profit Rate: \$158.00 per hour	\$250.00 per hour	11.00%		
A. Performance Day Package	Basic Rate: \$1,600.00 each; Non-Profit Rate: \$1,120.00 each	\$1,650.00 each	3.00%		
B. Production Day Package	Basic Rate: \$130.00 per hour; Non-Profit Rate: \$91.00 per hour	\$135.00 per hour	4.00%		
C. Rehearsal Day Package	Basic Rate: \$1,350.00 each; Non-Profit Rate: \$945.00 each	\$1,400.00 each	4.00%		
D. Dark Day Package	Basic Rate: \$960.00 each; Non-Profit Rate: \$672.00 each	\$1,000.00 each	4.16%		
Additional Performance Hours Past Four per Performance	Basic Rate: \$225.00 per hour; Non-Profit Rate: \$158.00 per hour	\$250.00 per hour	11.11%		
Dressing Room - M3	Basic Rate: \$26.00 per hour; Non-Profit Rate: \$22.00 per hour	\$30.00 per hour	15.39%		
<b>Recreation (Recreation Activities)</b>					
Teen Center Membership - Monthly	\$10.00 per month	\$5.00 - \$10.00 per month	Other		

**Office of Transportation (OOT)**

Fee Title	FY 2021 Adopted	FY 2022 Proposed	% Change	Justification
All Downtown and SOFA Lots and Garages Annual Parking Permit	\$830.00 per year	\$806.00 per year		Revert to pre-pandemic FY 2020 pricing
California Avenue Area All Garages and Lots Annual Parking Permit	\$620.00 per year	\$403.00 per year		
Downtown RPP - Reduced-Price Employee Parking Permit	\$50.00 each	\$50.00 each		
Downtown RPP - Full Price Employee Parking Permit	\$415 each	\$403 each		
Evergreen RPP- MayField RPP Reduced-Price Employee Parking Permit	\$50 each	\$25 each		
Evergreen RPP - MayField RPP Full Price Employee Parking Permit	\$310 each	\$201.50 each		
Southgate RPP - Reduced-Price Employee Parking Permit	50 each	\$25 each		
Southgate RPP - Full Price Employee Parking Permit	\$310 each	\$201.50 each		

**Planning and Development Services (Public Works)**

Fee Title	FY 2021 Adopted	FY 2022 Proposed	% Change	Justification
Tree Inspection for Private Development	\$161.00 per inspection	\$208.00 per inspection	27.30%	Fee aligned to increased salary costs of staff time required for this service

**Planning and Development Services (Impact & In-Lieu Fees)**

Fee Title	FY 2021 Adopted	FY 2022 Proposed	% Change	Justification
Park Impact Fee	Single Family \$13,103.00 per residence or \$19,565.00 per residence larger than 3,000 sq. ft.; Multi-Family \$8,577.00 per unit or \$4,337.00 per unit smaller than or equal to 900 sq. ft.	Single Family \$57,420.00 per unit; Multi-Family \$42,468.00 per unit		Fees aligned to fee study (CMR 12163)
Park Impact Fee	Commercial/Industrial \$5,564.00 per 1,000 sq. ft. or fraction thereof; Hotel/Motel \$2,516.00 per 1,000 sq. ft. or fraction thereof	Commercial/Industrial \$16,837.00 per net new 1000 sq. ft.; Hotel/Motel \$2,866.00 per net new 1000 sq. ft.		
Community Center Impact Fee	Single Family \$3,499.00 per residence or \$5,086.00 per residence larger than 3,000 sq. ft.; Multi-Family \$2,235.00 per unit or \$1,128.00 per unit smaller than or equal to 900 sq. ft.	Single Family \$4,438.00 per unit; Multi-Family \$3,283.00 per unit		
Community Center Impact Fee	Commercial/Industrial \$314.00 per 1,000 sq. ft. or fraction thereof; Hotel/Motel \$142.00 per 1,000 sq. ft. or fraction thereof	Commercial/Industrial \$1,301.00 per net new 1000 sq. ft.; Hotel/Motel \$222.00 per net new 1000 sq. ft.		
Library Impact Fee	Single Family \$1,187.00 per residence or \$1,766 per residence larger than 3,000 sq. ft.; Multi-Family \$710.00 per unit or \$390.00 per unit small than 900 sq. ft.	Single Family \$2,645.00 per unit; Multi-Family \$1,956.00 per unit		
Library Impact Fee	Commercial/Industrial \$299.00 per 1,000 sq. ft. or fraction thereof; Hotel/Motel \$126.00 per 1,000 sq. ft. or fraction thereof	Commercial/Industrial \$776.00 per net new 1000 sq. ft.; Hotel/Motel \$132.00 per net new 1000 sq. ft.		

## Cover Sheet For Fiscal Year 202~~21~~

### City of Palo Alto Compensation Plan

#### Management and Professional Personnel, And Council Appointees

Due to the impacts of the COVID-19 health pandemic, the City of Palo Alto Management and Professional employees will make the following adjustments to the Compensation Plan for the period of July 1, 202~~01~~ through June 30, 202~~21~~. All other terms not listed below remain the same as provided in the Management Compensation Plan and shall continue through June 30, 202~~21~~.

- I. For Fiscal Year 202~~21~~, there will be no cost of living increase. Individual base salary increases ~~or~~ compensation adjustments tied to the performance appraisal process will be carried out according to the provisions of the compensation plan.
- II. Employees laid off as part of the Fiscal Year 202~~21~~ budget reductions, shall be eligible for a severance payment equivalent to four weeks of salary, unless otherwise specified (At-Will).
- ~~III. For Fiscal Year 2021, all employees will take 13 unpaid furlough days (104 hours). At least, one unpaid furlough day of 8 hours will be taken per month.~~
- ~~IV-III.~~ For Calendar Year 2022, ~~t~~he City will maintain the maximum City contributions to health care that went into effect January 1, 2021. to health care in alignment with budgeted increases. Effective January 1, 2021, the City will increase its maximum contribution by 50% of average of the increases to Kaiser and PERS Choice. Provided however, that the total increase of the maximum City contribution shall not exceed 4%.
- ~~V-IV.~~ For Fiscal Calendar Year 202~~21~~, the City will reduce-reinstate the "Excess Benefit" reduced in 2021 by 50%. Employees will receive \$~~21,250~~0 to put toward options designated in the Compensation Plan.
- ~~VI-V.~~ For ~~FY21~~Fiscal Year 2022, the City Manager is authorized to increase vacation accrual maximums by 80 hours for employees who would hit their respective cap. Unless otherwise amended the vacation accrual maximum will return to its normal level in Fiscal Year ~~22~~23. Any leave hours an employee has above the vacation accrual maximum will be cashed out on the next paycheck.

Except as herein modified, all other provision of the Compensation Plan shall remain in effect.



## **Cover Sheet For Fiscal Year 2022**

### **City of Palo Alto Compensation Plan**

#### **Management and Professional Personnel, And Council Appointees**

Due to the impacts of the COVID-19 health pandemic, the City of Palo Alto Management and Professional employees will make the following adjustments to the Compensation Plan for the period of July 1, 2021 through June 30, 2022. All other terms not listed below remain the same as provided in the Management Compensation Plan and shall continue through June 30, 2022.

- I. For Fiscal Year 2022, there will be no cost of living increase. Individual compensation adjustments tied to the performance appraisal process will be carried out according to the provisions of the compensation plan.
- II. Employees laid off as part of the Fiscal Year 2022 budget reductions, shall be eligible for a severance payment equivalent to four weeks of salary, unless otherwise specified (At-Will).
- III. For Calendar Year 2022, the City will maintain the maximum City contribution to health care that went into effect January 1, 2021.
- IV. For Calendar Year 2022, the City will reinstate the "Excess Benefit" reduced in 2021 by 50%. Employees will receive \$2,500 to put toward options designated in the Compensation Plan.
- V. For Fiscal Year 2022, the City Manager is authorized to increase vacation accrual maximums by 80 hours for employees who would hit their respective cap. Unless otherwise amended the vacation accrual maximum will return to its normal level in Fiscal Year 23. Any leave hours an employee has above the vacation accrual maximum will be cashed out on the next paycheck.

Except as herein modified, all other provision of the Compensation Plan shall remain in effect.