



FINANCE COMMITTEE MEETING

5/11/2021

 Placed Before Meeting Received at Meeting

1

City of Palo Alto

MEMORANDUM

To: Finance Committee

Date: May 11, 2021

SUBJECT: Agenda Item #1: Additional Information

Staff would like to provide the Finance Committee additional information for the May 11 and May 12 FY 2022 Budget Hearing meetings.

Information to Assist the Finance Committee During the Budget Review Process

In previous years, the City Council has made a variety of requests to provide context and/or additional data points of reference to aid in budget deliberations. Staff has compiled these items to assist the Finance Committee's review of the FY 2022 Proposed Budget documents.

Capital Fund Reappropriation List

City Council authorization is required for Capital funds to be carried forward from one fiscal year to the next (Palo Alto Municipal Code 2.28.090, amended September 2014). There are several opportunities for departments to request funds to be carried over from one fiscal year to the next. First, departments have the opportunity to request funds to be carried over from one year to the next through the budget process. By estimating lower than budgeted expenditures in the current year, funds not anticipated to be spent in the current year but still required for the completion of the project are reflected in the first year of the five-year CIP. The Fund Narrative for each fund indicates the total amount of reappropriations included in this budget. Additionally, as part of the year-end closing actions, anticipated to be brought forward for City Council approval in the Fall, all projects will be reviewed to determine if additional adjustments to reappropriations are required. **Attachment A** shows the reappropriated amounts by fund and by capital project estimated not to be spent in FY 2021. These amounts are recommended to be reappropriated to FY 2022 to continue work on the projects and keep the total project budgets intact over the five-year CIP.

Vacancy Report

A detailed list of full-time (benefitted) positions that are vacant throughout the City are detailed in **Attachment B**. This attachment includes the position title, vacancy date, and the distribution of the position allocation by fund. This list excludes positions that were identified for freezes in FY 2021 and eliminated in the FY 2022 Base Budget.

City's List of Lease Information

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

Service Provider Spend Report for FY 2019, FY 2020, and Year-to-Date FY 2021

Attachment D is a list of service providers where the City spent more than \$1 million between FY 2019 through FY 2021 (year-to-date).

Department Organization Charts

As requested by the City Council, this [link](#) contains Organizational Charts displaying the divisional structure and manager to employee span of control for each City department. These charts display City Council authorized staffing levels as of May 4, 2021, and do not show staffing changes recommended in the FY 2022 Proposed Budget, as those changes have not been approved by the City Council. These charts show vacant positions as of May 4, 2021, but do not show temporarily approved staffing needs as a result of vacancies across the City.

Council Member Questions Received to Date

Staff has received a number of questions from Council members regarding details of the FY 2022 Proposed Operating and Capital Budgets. Responses sent to the Council members have been compiled and sent via email; these responses can be found in **Attachment E**.

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Attachment A: Capital Improvement Plan FY 2021 Reappropriations to FY 2022

Fund No.	Project Title	Proj. No.	Revenue Reappropriation Adjustment	Expense Reappropriation Adjustment
Capital Improvement Fund	Americans With Disabilities Act Compliance	PF-93009		436,626
	Art In Public Spaces	AC-86017		1,287,607
	Automated External Defibrillator Replacement	FD-21000		200,000
	Bicycle and Pedestrian Transportation Plan Implementation	PL-04010	786,696	858,633
	Boulevard Park Improvements (merged with Birch Street Project PE-19003)	PE-17005		373,893
	Byxbee Park Completion	PE-18006	2,400,000	2,381,146
	Charleston/Arastradero Corridor Project	PE-13011		4,600,000
	Churchill Avenue Enhanced Bikeway	PL-14000		2,826,104
	Churchill Avenue/Alma Street Railroad Crossing Safety Improvements	PL-20000	3,996,000	3,996,000
	City Hall Space Planning	PE-19000		575,000
	Civic Center Electrical Upgrade & EV Charger Installation	PE-17010	114,000	396,859
	Dog Park Installation and Renovation	PG-18001	150,000	150,000
	Emergency Vehicle Traffic Signal Preemption System Pilot	PL-19000		26,400
	Facility Interior Finishes Replacement	PF-02022	-	362,000
	Fire Station 4 Replacement	PE-18004	750,000	949,999
	Highway 101 Pedestrian/Bicycle Overpass Project	PE-11011	1,958,023	97,556
	Library Automated Material Handling	LB-21000	170,000	170,000
	Municipal Service Center Lighting, Mechanical, and Electrical Improvements	PF-16006	1,539,000	5,860,694
	Park Restroom Installation	PG-19000	343,439	343,439
	Performing Arts Venues Seat Replacement	AC-18000		350,000
Railroad Grade Separation and Safety Improvements	PL-17001		3,942,133	
Roofing Replacement	PF-00006		120,000	
Safe Routes To School	PL-00026	459,677	650,728	
Water, Gas, Wastewater Office Remodel	PE-19001	654,000	714,204	
Capital Improvement Fund Total			13,320,835	31,669,021
Cubberley Property Infrastructure Fund	Cubberley Field Restroom	CB-17002		334,787
	Cubberley Repairs	CB-17001		100,000
Cubberley Property Infrastructure Fund Total				434,787
Electric Fund	115 kV Electric Intertie	EL-06001		77,481
	Capacitor Bank Installation	EL-16002		200,000
	Rebuild Underground District 15	EL-11003		25,000
	Rebuild Underground District 16	EL-13003		350,000
	Rebuild Underground District 26	EL-16000		255,000
Electric Fund Total				907,481
Wastewater Collection Fund	Wastewater Collection System Rehabilitation/Augmentation Project 30	WC-17001		130,000
Wastewater Collection Fund Total				130,000
Wastewater Treatment Fund	New Laboratory And Environmental Services Building	WQ-14002	2,060,000	2,127,234
	Outfall Line Construction	WQ-19000	7,700,000	7,700,000
	Plant Repair, Retrofit, and Equipment Replacement	WQ-19002		5,433,959
	Primary Sedimentation Tank Rehabilitation	WQ-14003	600,000	600,000
	Secondary Treatment Upgrades	WQ-19001	37,555	37,555
Wastewater Treatment Fund Total			10,397,555	15,898,748
Water Fund	Water Main Replacement - Project 28	WS-14001		478,485
Water Fund Total				478,485
Stormwater Management Fund	Corporation Way System Upgrades and Pump Station	SD-21000		1,488,147
	Storm Drainage System Replacement And Rehabilitation	SD-06101		1,596,857
Stormwater Management Fund Total				3,085,004
Technology Fund	Development Center Blueprint Technology Enhancements	TE-12001		223,641
	Infrastructure Management System	TE-13004		29,960
	Public Safety Records Management System (RMS) Replacement	TE-21000		649,181
	Radio Infrastructure Replacement	TE-05000		199,137
Technology Fund Total				1,101,919
Vehicle Replacement & Maintenance Fund	Scheduled Vehicle and Equipment Replacement - Fiscal Year 2019	VR-19000		691,294
	Scheduled Vehicle and Equipment Replacement - Fiscal Year 2020	VR-20000		1,523,803
	Scheduled Vehicle and Equipment Replacement - Fiscal Year 2021	VR-21000		660,165
Vehicle Replacement & Maintenance Fund Total				2,875,262

City of Palo Alto Full-time Position Vacancies
(as of May 2021)

ATTACHMENT B

	Vacancy Date	General Fund	Enterprise Funds	Other Funds	Total
Administrative Services					
Accountant*	6/22/2018	-	1.00	-	1.00
Administrative Assistant*	07/31/2020	1.00	-	-	1.00
<i>Administrative Associate II</i>	08/01/2020	0.50	-	-	0.50
Contracts Administrator*	03/27/2021	0.30	0.70	-	1.00
Management Analyst	10/17/2020	1.00	-	-	1.00
Offset Equip Op	10/29/2020	-	-	1.00	1.00
Offset Equip Op*	12/28/2019	-	0.48	0.52	1.00
Senior Accountant*	04/26/2021	1.00	-	-	1.00
City Attorney's Office					
Assistant City Attorney*	11/14/2020	1.00	-	-	1.00
City Clerk's Office					
Administrative Associate III	12/04/2020	1.00	-	-	1.00
City Manager's Office					
Assistant City Manager	03/13/2021	1.00	-	-	1.00
Assistant to City Manager	10/09/2020	1.00	-	-	1.00
Manager Communications*	09/26/2020	1.00	-	-	1.00
Community Services					
<i>Administrative Assistant</i>	01/01/2021	1.00	-	-	1.00
<i>Jr Museum & Zoo Educator</i>	7/31/2020	0.65	-	-	0.65
Prod Arts/Sci Prog - Jr. Museum & Zoo*	07/01/2020	1.00	-	-	1.00
Senior Management Analyst*	11/07/2020	1.00	-	-	1.00
Fire Department					
<i>Fire Cap Haz Mat EMT</i>	12/30/2020	1.00	-	-	1.00
Hazardous Materials Inspector EMT	07/03/2020	1.00	-	-	1.00
Human Resources Department					
<i>Human Resources Technician</i>	10/23/2020	0.75	-	-	0.75
Library Department					
<i>Librarian</i>	12/28/2020	1.00	-	-	1.00
<i>Library Specialist</i>	01/30/2021	1.00	-	-	1.00
<i>Library Specialist</i>	04/12/2021	1.00	-	-	1.00
Library Specialist	11/12/2020	1.00	-	-	1.00
Planning & Development Services					
<i>Administrative Associate III</i>	10/09/2020	1.00	-	-	1.00
Assistant Building Official*	1/29/2021	1.00	-	-	1.00
<i>Assoc Planner</i>	10/10/2020	1.00	-	-	1.00
Bldg Inspector Spec*	03/24/2021	1.00	-	-	1.00
Principal Planner	02/24/2014	1.00	-	-	1.00
Police Department					
Police Agent/Adv*	04/10/2021	1.00	-	-	1.00
<i>Police Officer-Inter</i>	12/05/2020	1.00	-	-	1.00
<i>Police Officer-Inter</i>	01/06/2021	1.00	-	-	1.00
Public Safety Dispatcher II*	03/02/2021	1.00	-	-	1.00
Public Works Department					
Administrative Assistant	10/02/2020	0.50	-	0.50	1.00
Assistant Director Public Works	11/16/2020	0.45	0.15	0.40	1.00
Assoc Engineer	03/29/2021	-	1.00	-	1.00
Cement Finisher	06/01/2020	1.00	-	-	1.00
Coord Pub Wks Proj	07/01/2000	0.80	-	0.20	1.00
Electrician-Lead*	10/01/2020	-	1.00	-	1.00
<i>Equip Maint Serv Per</i>	07/01/2020	-	-	1.00	1.00
Equip Operator	04/01/2021	1.00	-	-	1.00
Equip Operator	08/04/2020	0.55	0.45	-	1.00
Facilities Maint-L*	02/08/2021	-	1.00	-	1.00
<i>Facilities Technician</i>	07/01/2000	1.00	-	-	1.00
Facilities Technician	2/14/2020	-	0.50	-	0.50
Heavy Equip Oper*	03/18/2019	0.90	0.10	-	1.00
Heavy Equip Oper-L	02/20/2021	-	1.00	-	1.00
Management Analyst	11/6/2020	0.75	-	-	0.75
Management Analyst*	12/05/2020	-	1.00	-	1.00

City of Palo Alto Full-time Position Vacancies
(as of May 2021)

ATTACHMENT B

	Vacancy Date	General Fund	Enterprise Funds	Other Funds	Total
Manager Environmental Control Program	10/15/2020	-	1.00	-	1.00
Motor Equipment Mechanic II	05/16/2020	-	-	1.00	1.00
Program Assistant II	12/01/2020	-	1.00	-	1.00
Project Engineer	10/4/2020	-	-	1.00	1.00
Project Manager	10/23/2020	-	-	1.00	1.00
Traf Cont Maint I	12/28/2020	0.94	0.06	-	1.00
<i>Traf Cont Maint Ii</i>	08/15/2020	1.00	-	-	1.00
Utilities Department					
Business Analyst	09/16/2020	-	1.00	-	1.00
Cement Finisher*	04/24/2021	-	1.00	-	1.00
Elec Asst I	11/21/2020	-	1.00	-	1.00
Lineper/Cable Spl*	01/18/2020	-	1.00	-	1.00
Lineper/Cable Spl*	03/05/2020	-	1.00	-	1.00
Lineper/Cable Spl*	07/06/2019	-	1.00	-	1.00
Lineper/Cable Spl*	06/29/2019	-	1.00	-	1.00
Lineper/Cable Spl-L*	06/09/2018	-	1.00	-	1.00
Lineper/Cable Spl-L*	11/17/2019	-	1.00	-	1.00
Lineper/Cable Spl-L*	12/26/2018	-	1.00	-	1.00
Manager, Utilities Credit & Collection	04/30/2021	-	1.00	-	1.00
Mgr Electric Oprns*	9/10/2020	-	1.00	-	1.00
Mgr Util Telecomm	6/1/2020	-	1.00	-	1.00
Overhead Underground Troublemans*	02/02/2019	-	1.00	-	1.00
Overhead Underground Troublemans*	02/17/2018	-	1.00	-	1.00
Power Engr*	02/01/2021	-	1.00	-	1.00
Program Assistant I*	10/29/2020	-	1.00	-	1.00
Project Engineer	12/25/2020	-	1.00	-	1.00
Project Engineer*	08/22/2020	-	1.00	-	1.00
Senior Engineer - U*	12/30/2020	-	1.00	-	1.00
Sr Mech	01/05/2021	-	1.00	-	1.00
Sr. Business Analyst	7/31/2020	-	1.00	-	1.00
Street Light Traffic Signal & Fiber Tech	10/17/2020	-	1.00	-	1.00
Substation Electrician Lead*	12/06/2004	-	1.00	-	1.00
Substation Electrician*	06/27/2018	-	1.00	-	1.00
Sustainability Programs Administrator*	04/05/2021	-	1.00	-	1.00
Util Comp Tech*	10/16/2020	-	1.00	-	1.00
Util Comp Tech*	01/17/2020	-	1.00	-	1.00
Util Install/Rep-L*	12/24/2020	-	1.00	-	1.00
Util Syst Oper*	11/20/2015	-	1.00	-	1.00
Util Syst Oper*	01/16/2014	-	1.00	-	1.00
Utilities Supervisor*	12/27/2018	-	1.00	-	1.00
Utility Safety Officer	04/24/2021	-	1.00	-	1.00
		37.09	43.44	6.62	87.15

- This list excludes positions that were frozen in FY 2021 and eliminated in the FY 2022 Base Budget

- (*) indicates that the position is in the recruitment process

- ***Italicized*** indicates that the position is eliminated in the FY 2022 Proposed Budget

PROPERTY USAGE REPORT

	Address of Property	Description of Property	Start Date of Transaction	End Date of Transaction	Amount and Type of Consideration (i.e. gross, full service, NNN or other) per event, monthly or Yearly?	Agency Paid Expenses
1	4000 Middlefield Rd, Studio F3, Palo Alto, CA	480 SF Studio at Cubberley Community Center	10/16/2014	12/31/2022	\$442/month	exterior maintenance, utilities
2	4000 Middlefield Rd, Studio F1, Palo Alto, CA	760 SF Studio at Cubberley Community Center	10/15/2018	10/14/2022	\$782.80/Month	exterior maintenance, utilities
3	4000 Middlefield Rd, Studio U2B, Palo Alto, CA	600 SF Studio at Cubberley Community Center	10/15/2018	10/14/2022	\$618/Month	exterior maintenance, utilities
4	4000 Middlefield Rd, Studio U5B, Palo Alto, CA	480 SF Studio at Cubberley Community Center	9/1/2018	8/31/2022	\$494/Month	exterior maintenance, utilities
5	4000 Middlefield Rd, Studio U2A, Palo Alto, CA	360 SF Studio at Cubberley Community Center	10/16/2018	10/15/2022	\$371/Month	exterior maintenance, utilities
6	4000 Middlefield Rd, Studio F7, Palo Alto, CA	1200 SF Studio at Cubberley Community Center	7/1/2018	6/30/2022	\$1,104/Month	exterior maintenance, utilities
7	4000 Middlefield Rd, Studio U4A, Palo Alto, CA	360 SF Studio at Cubberley Community Center	10/15/2018	10/14/2022	\$331/Month	exterior maintenance, utilities
8	4000 Middlefield Rd, Studio E3B, Palo Alto, CA	360 SF Studio at Cubberley Community Center	11/1/2018	10/31/2022	\$331/Month	exterior maintenance, utilities
9	4000 Middlefield Rd, Studio E1, Palo Alto, CA	720 SF Studio at Cubberley Community Center	5/1/2019	12/31/2022	\$741/Month	exterior maintenance, utilities
10	4000 Middlefield Rd, Studio E4B, Palo Alto, CA	568 SF Studio at Cubberley Community Center	4/1/2019	12/31/2022	\$568/Month	exterior maintenance, utilities
11	4000 Middlefield Rd, Studio E7, Palo Alto, CA	480 SF Studio at Cubberley Community Center	11/30/2018	10/31/2022	\$442/Month	exterior maintenance, utilities
12	4000 Middlefield Rd, Studio U5A, Palo Alto, CA	520 SF Studio at Cubberley Community Center	10/30/2018	10/29/2022	\$478/Month	exterior maintenance, utilities
13	4000 Middlefield Rd, Studio U1, Palo Alto, CA	720 SF Studio at Cubberley Community Center	10/16/2018	10/15/2022	\$662/Month	exterior maintenance, utilities
14	4000 Middlefield Rd, Studio E4A, Palo Alto, CA	390 SF Studio at Cubberley Community Center	12/1/2018	11/30/2022	\$358/Month	exterior maintenance, utilities
15	4000 Middlefield Rd, Studio F6, Palo Alto, CA	430 SF Studio at Cubberley Community Center	12/10/2018	12/9/2022	\$443/Month	exterior maintenance, utilities
16	4000 Middlefield Rd, Studio E3A, Palo Alto, CA	435 SF Studio at Cubberley Community Center	10/15/2018	10/14/2022	\$448/Month	exterior maintenance, utilities
17	4000 Middlefield Rd, Studio E5A, Palo Alto, CA	880 SF Studio at Cubberley Community Center	6/1/2018	5/31/2022	\$442/Month	exterior maintenance, utilities
18	4000 Middlefield Rd, Studio E5B, Palo Alto, CA	480 SF Studio at Cubberley Community Center	11/1/2018	10/31/2022	\$494/Month	exterior maintenance, utilities
19	4000 Middlefield Rd, Studio E6A, Palo Alto, CA	360 SF Studio at Cubberley Community Center	7/1/2018	6/30/2022	\$331/Month	exterior maintenance, utilities
20	4000 Middlefield Rd, Studio F5A, Palo Alto, CA	390 SF Studio at Cubberley Community Center	6/1/2018	5/31/2022	\$413.40/Month	exterior maintenance, utilities
21	4000 Middlefield Rd, Studio F5B, Palo Alto, CA	390 SF Studio at Cubberley Community Center	8/15/2019	12/31/2022	\$370.50/Month	exterior maintenance, utilities
22	4000 Middlefield Rd, Room D1, Palo Alto, CA	560 SF Room at Cubberley Community Center	7/15/2020	MTM	\$438.23/Month	exterior maintenance, utilities
23	4000 Middlefield Rd, Room X1, Palo Alto, CA	1220 SF Room at Cubberley Community Center	1/1/2017	MTM	\$1,180/Month	exterior maintenance, utilities
24	4000 Middlefield Rd, Room K6 & V2, Palo Alto, CA	1300 SF Room at Cubberley Community Center	10/14/2015	MTM	\$2,700/Month	exterior maintenance, utilities
25	4000 Middlefield Rd, Room L4, Palo Alto, CA	3,470 SF Room at Cubberley Community Center	1/1/2005	MTM	\$5,558/Month	exterior maintenance, utilities
26	4000 Middlefield Rd, Room G9, Palo Alto, CA	345 SF Room at Cubberley Community Center	2/1/2017	MTM	\$265/Month	exterior maintenance, utilities
27	4000 Middlefield Rd, Room H2/H3/H4A, Palo Alto, CA	2,496 SF Room at Cubberley Community Center	11/6/2012	MTM	\$2,006/Month	exterior maintenance, utilities
28	4000 Middlefield Rd, Room W1/W2, Palo Alto, CA	7,200 SF Room at Cubberley Community Center	12/22/2010	MTM	\$0/Month	exterior maintenance, utilities
29	4000 Middlefield Rd, Room L1/L2, Palo Alto, CA	3,910 SF Room at Cubberley Community Center	4/1/2004	MTM	\$8,047/Month	exterior maintenance, utilities
30	4000 Middlefield Rd, Room FH, Palo Alto, CA	1,000 SF Room at Cubberley Community Center	10/19/2015	MTM	\$3,984/Month	exterior maintenance, utilities
31	4000 Middlefield Rd, C Wing, Palo Alto, CA	4,440 SF Room at Cubberley Community Center	12/5/2016	MTM	\$15,813/Month	exterior maintenance, utilities
32	4000 Middlefield Rd, Room D2, Palo Alto, CA	800 SF Room at Cubberley Community Center	7/1/2009	MTM	\$1,827.60/Month	exterior maintenance, utilities
33	4000 Middlefield Rd, Room L5, Palo Alto, CA	1,920 SF Room at Cubberley Community Center	9/1/2005	MTM	\$4,068/Month	exterior maintenance, utilities

PROPERTY USAGE REPORT

	Address of Property	Description of Property	Start Date of Transaction	End Date of Transaction	Amount and Type of Consideration (i.e. gross, full service, NNN or other) per event, monthly or Yearly?	Agency Paid Expenses
34	4000 Middlefield Rd, Room J1, J2, J3, J4, Palo Alto, CA	4,376 SF Room at Cubberley Community Center	12/1/2016	MTM	\$12,219/Month	exterior maintenance, utilities
35	4000 Middlefield Rd, Room H4B, Palo Alto, CA	672 SF Room at Cubberley Community Center	1/1/2005	MTM	\$956/Month	exterior maintenance, utilities
36	4000 Middlefield Rd, Room L3, Palo Alto, CA	3,130 SF Room at Cubberley Community Center	1/1/2005	MTM	\$4,402/Month	exterior maintenance, utilities
37	4000 Middlefield Rd, Room S,T1,T2B Palo Alto, CA	8,772 SF Room at Cubberley Community Center	8/1/2005	MTM	\$2,802/Month	exterior maintenance, utilities
38	4000 Middlefield Rd, Room I1, Palo Alto, CA	4,440 SF Room at Cubberley Community Center	12/1/2016	MTM	\$6,246 /Month	exterior maintenance, utilities
39	4000 Middlefield Rd, Room P, Palo Alto, CA	3,000 SF Room at Cubberley Community Center	12/1/2016	MTM	\$2,022/Month	exterior maintenance, utilities
40	4000 Middlefield Rd, Room J7, Palo Alto, CA	939 SF Room at Cubberley Community Center	10/1/2016	MTM	\$2,625/Month	exterior maintenance, utilities
41	4000 Middlefield Rd, Room D5, Palo Alto, CA	720 SF Room at Cubberley Community Center	11/1/2016	MTM	\$1,260/Month	exterior maintenance, utilities
42	4000 Middlefield Rd, Room D3, Palo Alto, CA	720 SF Room at Cubberley Community Center	10/1/2016	MTM	\$1,316/Month	exterior maintenance, utilities
43	4000 Middlefield Rd, Room D7, Palo Alto, CA	720 SF Room at Cubberley Community Center	11/1/2016	MTM	\$1,314/Month	exterior maintenance, utilities
44	4000 Middlefield Rd, Room K5, Palo Alto, CA	1,620 SF Room at Cubberley Community Center	10/1/2016	MTM	\$2,413/Month	exterior maintenance, utilities
45	4000 Middlefield Rd, Room J5, Palo Alto, CA	954 SF Room at Cubberley Community Center	11/1/2016	MTM	\$1,742/Month	exterior maintenance, utilities
46	4000 Middlefield Rd, Room J6, Palo Alto, CA	1,008 SF Room at Cubberley Community Center	12/1/2016	MTM	\$2,165/Month	exterior maintenance, utilities
47	4000 Middlefield Rd, Room H5 Palo Alto, CA	1,395 SF Room at Cubberley Community Center	7/7/2020	MTM	\$1,827.45/Month	exterior maintenance, utilities
48	4000 Middlefield Rd, Room G5, G8, Palo Alto, CA	2,146 SF Room at Cubberley Community Center	1/1/2015	MTM	\$956.67/Month	exterior maintenance, utilities
49	450 Bryant Street, Palo Alto, CA	Office Building - 17,400 Sf	1/1/2015	1/1/2065	\$1/Year	roof replacement, 75% utilities
50	1711 Stanford Ave, Stanford, CA	1,440 SF Room at Lucille M. Nixon Elementary School	7/1/2016	6/30/2022	\$925.31/Month	exterior maintenance
51	650 Addison Avenue Palo Alto, California	960 SF Room at Addison Elementary School	7/1/2016	6/30/2022	\$810.11/Month	exterior maintenance
52	705 Alester Ave, Palo Alto, CA	1,920 SF Room at Duveneck Elementary School	7/1/2016	6/30/2022	\$1,040.51/Month	exterior maintenance
53	3024 Bryant Street, Palo Alto, CA	1,320 SF Room at El Carmelo Elementary School	7/1/2016	6/30/2022	\$896.51/Month	exterior maintenance
54	890 Escondido Road, Palo Alto, CA	1,440 SF Room at Escondido Elementary School	7/1/2016	6/30/2022	\$925.31/Month	exterior maintenance
55	1525 Middlefield Road, Palo Alto, CA	1,440 SF Room at Walter Hays Elementary School	7/1/2016	6/30/2022	\$925.31/Month	exterior maintenance
56	445 E. Charleston Road, Palo Alto, CA	1,440 SF Room at Hoover Elementary School	7/1/2016	6/30/2022	\$925.31/Month	exterior maintenance
57	800 Barron Ave, Palo Alto, CA	1,440 SF Room at Barron Park Elementary School	7/1/2016	6/30/2022	\$925.31/Month	exterior maintenance
58	950 Amarillo Avenue, Palo Alto, CA	960 SF Room at Ohlone Elementary School	7/1/2016	6/30/2022	\$810.11/Month	exterior maintenance
59	3450 Louis Road, Palo Alto, CA	960 SF Room at Palo Verde Elementary School	7/1/2016	6/30/2022	\$810.11/Month	exterior maintenance
60	4100 Orme Street, Palo Alto, CA	1,920 SF Room at Juana Briones Elementary School	7/1/2016	6/30/2022	\$1,040.51/Month	exterior maintenance
61	500 East Meadow Drive, Palo Alto, CA	1,440 SF Room at Fairmeadow Elementary School	7/1/2016	6/30/2022	\$925.31/Month	exterior maintenance
62	2300 Wellesley Street, Palo Alto, CA	2,000 SF Room at College Terrace Library	7/1/2016	MTM	\$0/Month	exterior maintenance
63	3390 Ventura Court, Palo Alto, CA	Former Ventura Elementary School - 21,000 SF	7/1/2016	MTM	\$0/Month	Electrical, plumbing, HVAC, roof repair/replacement, exterior structural repairs
64	1431 Waverley Street, Palo Alto, CA	Public Home & Garden Center - 2.5 Acres	8/31/2017	8/31/2038	\$0/Month	None
65	1120 Hopkins Ave, Palo Alto, CA	8,742 SF at Riconada Park	4/1/2011	MTM	\$0/Month	None

PROPERTY USAGE REPORT

	Address of Property	Description of Property	Start Date of Transaction	End Date of Transaction	Amount and Type of Consideration (i.e. gross, full service, NNN or other) per event, monthly or Yearly?	Agency Paid Expenses
66	474 Embarcadero Road, Palo Alto, CA	17,018 SF - 14,400 SF lawn, 2,022 SF Club House, 500 SF Patio, 96 SF Shed	7/1/2016	12/31/2023	\$1,365/Month	exterior maintenance, utilities
67	1305 Middlefield Road, Palo Alto, CA	500 SF Room at Lucie Stern Theater	7/1/2015	MTM	\$1,332/Month	exterior maintenance, utilities
68	3700 Middlefield Road, Palo Alto, CA	1,133 SF - Café (533 SF) and Patio (600 SF) Space at Mitchell Park Library and Community Center	12/6/2014	MTM	\$0/Month	utilities
69	351 Homer, Palo Alto, CA 94301	Office Building - 4,400 SF	1/1/2017	4/30/2043	\$1/Year	None
70	445 Bryant Street, Palo Alto, CA 94301	Office Building - 7,410 SF	7/1/2005	7/1/2025	\$40,527.91/Month	None
71	1305 Middlefield Road, Palo Alto, CA	Office Building - 4,000 SF	12/8/1978	12/8/2028	\$0/Month	None
72	3009 Middlefield Road, Palo Alto, CA	Ice Skating Facility "Winter Lodge" - 1.056 Acres	2/5/2008	MTM	\$0/Month	None
73	2000 Geng Road, Palo Alto, CA	Land - 15,000 SF	2/1/2019	1/31/2022	\$10,343.78/Month	None
74	1237 San Antonio Road, Palo Alto, CA	Storage Area in LAMP - 1.16 Acres	1/1/2017	5/30/2021	\$0/Month	None
75	1237 San Antonio Road, Palo Alto, CA	Storage Area in LAMP - 2,600 SF	3/1/2020	2/28/2022	\$1,820/Month	None
76	250 Hamilton Ave, Palo Alto, CA	"A" Level Cafeteria/City Hall Café - 1,470 SF	1/1/2019	12/31/2021	\$424.36/Month	utilities
77	95 University Ave, Palo Alto, CA	University Avenue Train Depot - 1,289 SF	6/20/2008	MTM	\$1,500/Month	None
78	95 University Ave, Palo Alto, CA	University Avenue Train Depot - 2.7 Acres	6/20/2008	MTM	\$1/Year	None
79	1078 Colorado Ave, Palo Alto, CA	Cell Tower at Sterling Canal - 160 SF	12/28/2000	MTM	\$19,742.81/Year	None
80	1078 Colorado Ave, Palo Alto, CA	Cell Tower at Sterling Canal - 140 SF	10/5/2005	MTM	\$27,731.70/Year	None
81	1078 Colorado Ave, Palo Alto, CA	Cell Tower at Sterling Canal - 308 SF	5/1/2018	4/30/2028	\$25,461.60/Year	None
82	2675 Hanover Street, Palo Alto, CA	Cell Tower at Fire Station No. 2 - 574 SF	1/1/2020	12/31/2030	\$87,550/Year	None
83	2560 Embarcadero Rd, Palo Alto, CA	Sea Scout Building - 8,7333 SF	4/1/1992	3/31/2041	\$1/Year	None
84	3600 Middlefield Rd, Palo Alto, CA	Cell Tower at Fire Station No. 4 - 250 SF	5/8/2000	MTM	26,903.44/Year	None
85	2560 Embarcadero Rd, Palo Alto, CA	Foothills Park Nursery - .53 Acre	8/2/2005	MTM	\$0/Month	None

Largest Vendor Payments by Fiscal Year (All Funds)

* Data as of May 5, 2021

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

Significant Contract/Consultant Expenses FY 2019 - FY 2021 by Vendor				
VENDOR NAME	Year-To-Date			Total
	FY 2019	FY 2020	FY 2021	
SWINERTON BUILDERS	\$2,897,564	\$28,101,137	\$9,928,962	\$40,927,664
RANGER PIPELINES	\$14,240,386	\$5,513,417	\$666,698	\$20,420,502
O'Grady Paving Inc.	\$9,179,471	\$6,401,333	\$3,502,416	\$19,083,219
Palo Alto Unified School District	\$5,266,113	\$6,212,769	\$2,712,760	\$14,191,642
Granite Construction Co.	\$2,065,432	\$1,434,226	\$10,305,536	\$13,805,194
C. OVERAA & CO.	\$12,455,829	\$1,264,348	\$0	\$13,720,177
DESILVA GATES CONSTRUCTION	\$3,767,235	\$9,478,196	\$387,809	\$13,633,240
Old Republic Title Company	\$0	\$0	\$10,185,070	\$10,185,070
Wilton ECR. L.P.	\$0	\$0	\$8,566,840	\$8,566,840
OB SPORTS GOLF MANAGEMENT LLC	\$2,629,000	\$2,649,979	\$2,070,881	\$7,349,859
SWA SERVICES GROUP	\$1,954,407	\$2,071,962	\$1,810,457	\$5,836,826
ANDERSON PACIFIC ENGINEERING	\$3,345,623	\$695,142	\$1,621,610	\$5,662,375
ROSSDRULISCUSENBERY, ARCHITECTURE	\$1,412,938	\$2,934,810	\$626,702	\$4,974,450
Authority CA Cities Excess Liability	\$1,180,580	\$1,404,370	\$2,137,630	\$4,722,580
NATIONAL AUTO FLEET GROUP	\$1,280,047	\$854,507	\$2,394,306	\$4,528,860
STATE WATER RESOURCES CONTROL BOARD	\$1,271,025	\$2,392,402	\$857,774	\$4,521,200
4LEAF, INC.	\$1,729,243	\$1,924,647	\$657,967	\$4,311,857
STRAWN CONSTRUCTION, INC.	\$2,915,952	\$860,990	\$502,783	\$4,279,725
AVENIDAS INC.	\$3,010,299	\$689,282	\$423,879	\$4,123,459
Nova Partners Inc.	\$1,247,614	\$1,780,955	\$727,388	\$3,755,958
AECOM Technical Services Inc.	\$1,440,565	\$948,354	\$1,000,669	\$3,389,589
West Coast Arborists Inc.	\$1,241,289	\$1,280,604	\$798,818	\$3,320,711
Brightview Landscape Services Inc.	\$1,076,321	\$1,111,731	\$644,125	\$2,832,177
MP Nexlevel of California Inc.	\$199,729	\$1,294,813	\$1,280,248	\$2,774,790
Teichert Construction	\$0	\$0	\$2,716,908	\$2,716,908
RMC Water and Environment (also known as Woodard & Cui	\$830,125	\$1,026,019	\$794,631	\$2,650,775
R&S CONSTRUCTION MANAGEMENT INC	\$0	\$2,600,261	\$0	\$2,600,261
VILA CONSTRUCTION COMPANY	\$2,065,025	\$203,358	\$0	\$2,268,383
UTILITY TREE SERVICES INC	\$1,208,340	\$872,537	\$0	\$2,080,877
Stoloski and Gonzalez Inc.	\$0	\$0	\$2,058,217	\$2,058,217
TW Power Line Construction	\$0	\$0	\$2,046,486	\$2,046,486
SIEMENS INDUSTRY INC.	\$689,013	\$1,034,148	\$0	\$1,723,161
ARB Inc.	\$0	\$831,955	\$772,104	\$1,604,059
VSS INTERNATIONAL, INC	\$0	\$1,517,519	\$0	\$1,517,519
DALEO INC	\$1,483,589	\$0	\$0	\$1,483,589
Hot Line Construction Inc.	\$0	\$0	\$1,450,624	\$1,450,624
KJ WOODS CONSTRUCTION INC	\$1,436,187	\$0	\$0	\$1,436,187
PALO ALTO TMA	\$370,000	\$692,500	\$372,500	\$1,435,000
Precision Engineering Inc.	\$0	\$0	\$1,404,569	\$1,404,569
Brown and Caldwell	\$0	\$0	\$1,341,182	\$1,341,182
MEAD & HUNT	\$637,156	\$683,633	\$0	\$1,320,789
FRIENDS OF PALO ALTO JR MUSEUM	\$311,500	\$1,009,039	\$0	\$1,320,539
JJR CONSTRUCTION	\$0	\$1,292,940	\$0	\$1,292,940
MIDPENINSULA MEDIA CENTER	\$506,914	\$752,113	\$0	\$1,259,027
LEWIS & TIBBITTS INC	\$1,225,616	\$0	\$0	\$1,225,616
VORTEX MARINE CONSTRUCTION, INC.	\$1,075,018	\$27,002	\$0	\$1,102,020
California Air Resources Board	\$0	\$0	\$1,070,000	\$1,070,000
Labyrinth Solutions	\$0	\$0	\$1,067,300	\$1,067,300
TANNER PACIFIC, INC.	\$801,776	\$237,731	\$0	\$1,039,506
LSI LABYRINTH SOLUTIONS	\$0	\$1,003,270	\$0	\$1,003,270
GRAND TOTAL	\$88,446,921	\$95,084,000	\$78,905,846	\$262,436,767

Paras, Christine

From: Nose, Kiely
Sent: Friday, May 7, 2021 9:08 PM
To: Cormack, Alison; Filseth, Eric (Internal); Burt, Patrick
Cc: Shikada, Ed; Stump, Molly; Minor, Beth; Paras, Christine
Subject: Finance Committee Questions Regarding FY 2022 Budget (as of 5/7/21)

Good Evening Finance Committee,

Below are questions and answers that have been submitted to staff this week in regards to the FY 2022 Proposed Budget review.

Thank you,
Kiely

1) General Fund Revenue "From Other Agencies" seems to take a big jump relative to previous years: \$6.551M vs \$0.551M in FY21 (adopted). What's the \$6M difference, and is it a one-time thing, or is it ongoing?

Response: The driver of this variance is 50% of the expected \$12.5 million in funding from the American Rescue Plan Act (ARPA) that the City is expected to receive over a two year period. This is explained in further detail on page 398 of the FY 2022 Proposed Operating Budget.

2) General Fund: Where is the Gas Transfer \$4M/yr? Seems like there should be a ~\$4M drop in here somewhere from that going away.

Response: The Utility Transfer, also referenced as Equity Transfer, related to the Gas and the Electric Utilities is included in Operating Transfers In revenue category. In FY 2022, the transfer from the gas utility totals \$7.4 million. The Utility Equity Transfer is calculated in accordance with a methodology approved by the City Council in June 2009 by applying a rate of return on the capital asset base of the Electric and Gas Funds. This rate of return is based on PG&E's rate of return on equity as approved by the California Public Utilities Commission (CPUC). Currently this transfer is under review as part of an ongoing lawsuit; a reserve for utilities transfer litigation is recommended to be established as outlined in the Non-Departmental section of the FY 2022 Proposed Operating Budget. This reserve sets aside funding to plan for the potential financial impacts of the ongoing lawsuit; further details on this reserve can be found on page 399 of the FY 2022 Proposed Operating Budget.

4) Is part of our current crunch due to FY21 coming in under plan, i.e. \$188.9M instead of \$196.97M? i.e. we budgeted expenses assuming the latter?

Response: No, staff expect that in FY 2021 only \$101,000 will be drawn from the City's Budget Stabilization Reserve (BSR) authorized by the City Council for a contract award. Staff expect that the comparison in the question, between estimated revenues outlined in the FY 2021 Mid-Year Budget Review (as of 12/31/20) and FY 2021 Adopted Budgeted expenses (as of 7/1/20) will be addressed through lower than budgeted expenses. Full details on the projected BSR and expected uses can be found on page 55 of the FY 2022 Proposed Operating Budget.

5) Can you send what you have about the drivers for lower property taxes in FY 2022?

Response: The FY 2021 Adopted Budget assumes \$52.0 million in total property tax and is expected to grow to \$53.2 million, a \$1.2 million increase, by year-end which includes \$3.2 million in Excess ERAF. FY 2022 general property tax is expected to remain flat and, in light of the uncertainties surrounding the continued receipt of Excess ERAF, estimated ERAF receipts have been reduced in the FY 2022 forecast by \$1.0 million. Fiscal years 2018, 2019, and 2020 included receipts of \$1.4 million, \$2.7 million, and \$3.9 million respectively, for Excess ERAF distributions from the County of Santa Clara. The full description for Property Tax trends and the City Council's approved Base Long Range

ATTACHMENT D

Financial Forecast used to develop the FY 2022 Proposed Budget can be found in [CMR 11954](#) specifically in attachment B page 2 and [staff's presentation](#).